



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

March 20, 2019, 9:00 AM - 12:00 PM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

SCHEDULED RECESS AT 10:30 A.M.

Pages

1. CALL THE MEETING OF THE FINANCE AND AUDIT COMMITTEE TO ORDER:

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

4. ADOPTION OF MINUTES:

a. Minutes

7 - 9

Minutes of the Finance and Audit Committee meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Wednesday, 2019-FEB-20, at 9:00 a.m.

5. PRESENTATIONS:

6. DELEGATIONS:

a. Delegation from John Hankins, CEO, Mid-Island Business Initiative, regarding Economic Development Activities and the forward plan for the Mid Island Business Initiative

10

John Hankins, CEO, Mid-Island Business Initiative, to speak regarding Economic Development activities and the forward plan that the Mid Island Business Initiative have undertaken.

7. REPORTS:

a. 2019 Budget Carryforwards 11 - 25

To be introduced by Laura Mercer, Acting Director of Financial Services.

Purpose: To provide the Finance and Audit Committee with a summary of the 2018 budgets carried forward to 2019.

Recommendation: That the 2018 Budget Carryforwards report, dated 2019-MAR-20, be received for information.

b. Nanaimo Volunteer & Information Centre Society Other Grant Funding Request 26 - 63

To be introduced by Laura Mercer, Acting Director of Financial Services.

Purpose: To obtain Council approval regarding the Nanaimo Volunteer & Information Society Other Grant funding request.

Recommendation: That the Finance and Audit Committee recommend that Council award an Other Grant to the Nanaimo Volunteer & Information Centre Society (OG-01) in the amount of \$1,551.46 to cover the cost of the rental of Beban Park Auditorium on 2019-APR-11 for their 2019 Volunteer Appreciation Luncheon.

c. Community Action Team Funding Extension 64 - 65

To be introduced by Jeremy Holm, Subdivision Approval Manager and Approval Officer.

Purpose: To obtain direction from the Finance and Audit Committee regarding receipt of additional funding from the BC Overdose Emergency Response Centre for Nanaimo's Community Action Team to support Indigenous community members.

Recommendation: That the Finance and Audit Committee recommend that Council approve the provision of additional funding from the Overdose Emergency Response Centre for Nanaimo's Community Action Team to support Indigenous community members.

d. Seniors Connect Funding Extension

66 - 67

To be introduced by Jeremy Holm, Subdivision Approval Manager and Approval Officer.

Purpose: To obtain Finance and Audit Committee direction regarding federal government funding to continue the Seniors Connect project to the end of 2019.

Recommendation: That the Finance and Audit Committee recommend that Council continue to receive funding from Employment and Social Development Canada under the New Horizons for Seniors program to continue existing Seniors Connect projects until 2019-DEC-31.

e. Cultural Facility Multi-Year Lease Agreements

68 - 73

To be introduced by Jeremy Holm, Subdivision Approval Manager and Approval Officer.

Purpose: To respond to Council's request to explore opportunities for granting longer-term lease agreements to various arts organizations in the City.

Recommendation: That the Finance & Audit Committee recommends that Council direct Staff to utilize a 10 year term of occupancy, with the option to renew for 10 additional years at the City's discretion, as the standard for future co-management and lease agreements related to City-owned cultural facilities such as the Port Theatre, Nanaimo Museum, Vancouver Island Military Museum, Nanaimo Art Gallery, and Harbour City Theatre buildings.

f. Harbour City Theatre (25 Victoria Road) - Asset Management Update

74 - 76

To be introduced by Jeremy Holm, Subdivision Approval Manager and Approval Officer.

Purpose: To provide an update on the Harbour City Theatre building located at 25 Victoria Road from a maintenance and asset management perspective.

Recommendation: That the report titled "Harbour City Theatre (25 Victoria Road) – Asset Management Update", dated 2019-MAR-20, be received for information.

- g. Travel Assistance Grant - Dover Bay Secondary Grade 9 Girls Basketball** 77 - 81
- To be introduced by Richard Harding, Director of Parks and Recreation.
- Purpose: To obtain Council approval of a request for a Travel Assistance Grant.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve the request from the Dover Bay Secondary Girls Basketball team for a Travel Assistance Grant in the amount of \$600 for twelve (12) players to attend the Grade 9 Girls Basketball Provincial Championships held from 2019-FEB-28 through 2019-MAR-02 in Port Moody, BC.
- h. Travel Assistance Grant - Vancouver Island Special Needs Hockey Association** 82 - 86
- To be introduced by Richard Harding, Director of Parks and Recreation.
- Purpose: To obtain Council approval of a request for a Travel Assistance Grant.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve the request from the Vancouver Island Special Needs Hockey Association for a Travel Assistance Grant in the amount of \$2,000 for twenty (20) players to attend the Southern California Special Needs Hockey Festival to be held from 2019-APR-26 through 2019-APR-28 in Valencia, California.
- i. Travel Assistance Grants Approval Process** 87 - 89
- To be introduced by Richard Harding, Director of Parks and Recreation.
- Purpose: To request direction from Council to change the approval process for the Travel Assistance Grants Program.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve a change in the process for approving Travel Assistance Grants by:
- authorizing Staff to approve Travel Assistance Grants as per the criteria; and,
 - directing Staff to provide a report to the Finance and Audit Committee with bi-annual updates on the distribution of funds.

- j. **Bid to Host the 2021 Royal Bank Cup, National Junior A Hockey Championship** 90 - 92
- To be introduced by Richard Harding, Director of Parks and Recreation.
- Purpose: To obtain support to host the 2021 Royal Bank Cup National Junior A Hockey Championship at the Frank Crane Arena.*
- Recommendation: That the Finance and Audit Committee recommend that Council:
- support the Nanaimo Clippers Junior A Hockey Club bid to host the Royal Bank Cup National Junior A Hockey Championship in 2021; and,
 - If the bid is successful, commit up to \$30,000 in the 2021 budget for the event.
- k. **Gallows Point Dock and Ramp Repairs** 93 - 107
- To be introduced by Richard Harding, Director of Parks and Recreation.
- Purpose: To advise Council of the status of the dock and ramp in order to conduct immediate repairs to the dock head at Gallows Point on Protection Island.*
- Recommendation: That the report titled "Gallows Point Dock and Ramp Repairs", dated 2019-MAR-20, be received for information.
- l. **Nanaimo Aquatic Centre Score Clock Replacement** 108 - 112
- To be introduced by Richard Harding, Director of Parks and Recreation.
- Purpose: To obtain Council approval to amend the 2019-2023 Financial Plan to include funding for replacement of the score clock at the Nanaimo Aquatic Centre.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve adding \$32,000 to the 2019 budget for a LED numeric score clock for the Nanaimo Aquatic Centre, to be funded from the Facility Development Reserve and a \$5,000 private contribution from the Nanaimo Riptides Swim Club.
- m. **Emergency Track Repairs at the Rotary Bowl** 113 - 115
- To be introduced by Richard Harding, Director of Parks and Recreation.
- Purpose: To provide information to Council regarding emergency repairs to the track at the Rotary Bowl.*
- Recommendation: That the Finance and Audit Committee receive the report titled "Emergency Track Repairs at the Rotary Bowl", dated 2019-MAR-20, for information.

n. Purchase of New Bylaw Department Fleet Vehicle

116 - 117

To be introduced by Karen Fry, Fire Chief.

Purpose: To request an increase of \$36,000 in funding for the purchase of a 4x4 pickup truck fleet vehicle for the downtown bylaw enforcement unit.

Recommendation: That the Finance & Audit Committee recommend that Council approve increasing the budget from \$34,000 to \$70,000 to purchase a 4x4 pickup truck for the downtown bylaw enforcement unit and that additional funding will come from the General Capital reserve.

8. OTHER BUSINESS:

9. QUESTION PERIOD:

10. ADJOURNMENT:

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2019-FEB-20, AT 9:00 A.M.

Present: Mayor L. Krog
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown (arrived 9:09 a.m.)
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer
K. Fry, Fire Chief (arrived 9:04 a.m.)
G. Norman, Deputy Fire Chief, Administration (arrived 9:04 a.m.)
L. Mercer, Acting Director, Financial Services
P. Rosen, Senior Manager, Engineering (arrived 9:01 a.m.)
W. Fulla, Manager, Business, Asset and Financial Planning
J. Rushton, Manager of Purchasing
A. Groot, Manager of Facilities
J. Rose, Manager, Transportation (arrived 9:03 a.m.)
S. Gurrie, City Clerk
S. Snelgrove, Recording Secretary

1. CALL THE FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Finance and Audit Meeting was called to order at 9:00 a.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the following minutes be adopted as circulated:

- Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium on Wednesday, 2018-AUG-08, at 9:00 a.m.
- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium on Monday, 2018-NOV-26 at 9:00 a.m.
- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium on Tuesday, 2018-NOV-27 at 9:00 a.m.

- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium on Tuesday, 2018-DEC-04 at 9:00 a.m.
- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium on Wednesday, 2018-DEC-05 at 9:00 a.m.

The motion carried unanimously.

P. Rosen entered the Shaw Auditorium at 9:01 a.m.

4. REPORTS:

(a) 2019 Finance and Audit Key Date Calendar

Introduced by Sheila Gurrie, City Clerk.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the 2019 Finance and Audit Committee Key Date Calendar. The motion carried unanimously.

J. Rose entered the Shaw Auditorium at 9:03 a.m.

It was moved and seconded that the Finance and Audit Committee reorder the agenda to move Agenda Item 6(b) Request for Additional Funding – Bastion Street Parkade Infrastructure report to the end of the agenda. The motion carried unanimously.

(b) Downtown Metered Parking

Introduced by Poul Rosen, Senior Manager, Engineering.

K. Fry and G. Norman entered the Shaw Auditorium at 9:04 a.m.

Councillor Brown entered the Shaw Auditorium at 9:09 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve adding \$17,500 to the 2019 budget for a Downtown Parking Signage project to be funded from the Parking Reserve. The motion carried unanimously.

(c) Request for Additional Funding – Bastion Street Parkade Infrastructure

Introduced by Karen Fry, Fire Chief.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve an additional \$136,100, funded from the Parking Reserve, to complete the Bastion Parkade Post Tension Strand Construction capital project. The motion carried unanimously.

(d) Road Safety Funding Allocation

Introduced by Poul Rosen, Senior Manager, Engineering.

It was moved and seconded that the Finance & Audit Committee recommend to Council to approve the addition of three new projects in 2019 to install pedestrian warning flashers, to be funded by ICBC and the New Horizons Senior Program. The motion carried unanimously.

(e) Quarterly Purchasing Report (Single and Sole Source), Instances of Non- Compliance Purchases and Purchases in Excess of \$250,000

Introduced by Jane Rushton, Manager, Purchasing and Stores.

It was moved and seconded that the report titled Quarterly Direct Award (Single and Sole Source), Purchases in Excess of \$250,000, and Instances of Non-Compliance Purchases, dated February 20, 2019, be received for information. The motion carried unanimously.

(f) Automated Solid Waste Collection – Equipment Financing

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that the Finance and Audit Committee recommend that the Council of the City of Nanaimo authorizes up to \$432,396 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of purchasing an automated garbage truck; and that the loan be repaid with five (5) years, with no rights of renewal. The motion carried unanimously.

5. QUESTION PERIOD:

There was no one in attendance to ask questions.

6. ADJOURNMENT:

It was moved and seconded at 9:27 a.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Delegation Request

John Hankins has requested an appearance before Council.

The requested date is March 20, 2019.

The requested meeting is:
Finance and Audit Committee

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

To share the Economic Development activities and forward plan that the Mid Island Business Initiative have undertaken to date and invite the city to participate to maintain the momentum over the next 12 months while the city develops it's Economic Development plan to support it's Economic Health strategy.

DATE OF MEETING MARCH 20, 2019

AUTHORED BY [WENDY FULLA, MANAGER, BUSINESS ASSET & FINANCIAL PLANNING]

SUBJECT [2018 BUDGET CARRYFORWARDS]

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with a summary of the 2018 budgets carried forward to 2019.

Recommendation

That the 2018 Budget Carryforwards report dated 2019-MAR-20 be received for information.

DISCUSSION

At the end of each year where a capital or operating project has not been completed or where a project was delayed, budgets are carried forward to the following year.

Projects that were delayed or not started in 2018 and are not anticipated to be undertaken in 2019 are not carried forward. Unspent project funds contribute to operating surplus or are returned to reserves to fund future projects.

During the budget carryforward process some budgets were adjusted to reflect better information now available on the project. Highlights of significant changes include:

Waterfront Walkway

Several sections of the Waterfront Walkway were budgeted for design and/or construction in 2018. With funding from Payment in Lieu of Taxes (PILT's), Federal Gas-Tax Grant and the Community Works Fund Reserve.

As per the report to Council on 2019-FEB-04, the City was unable to meet the requirements for the grant by the March 31st deadline. As such, the budgets related to the grant funding were not carried forwarded. As well, due to the uncertainty of the future status of the project, costs incurred in 2018 were funded from general revenue rather than the Community Works Fund Reserve as design costs cannot be funded from the reserve unless construction is undertaken.

Funding of \$3,475,000 related to the project was carried forwarded to 2019 including:

- \$1,000,000 funded from the Strategic Infrastructure Reserve. As approved by Council on 2019-FEB-04, \$1,000,000 was reallocated from the Seaspan Right-of-Way at 1 Port Drive project that is under budget to the Waterfront Walkway: 1 Port Drive project. This section was originally funded from the Federal Gas-Tax Grant. The City has submitted a revised grant application to the Union of BC Municipalities for this section of the walkway.
- All the Community Works Funding (\$2,350,000) allocated to the project.

- \$125,000 in PILT's funding for design of the Waterfront Walkway: Nanaimo Yacht Club section.

Major Road Rehab

\$509,660 was reallocated from unallocated major road rehab to the Victoria Road Rehab: Esplanade to Farquhar project and carried forward to 2019. The Victoria Road Rehab project was originally budgeted in unallocated, as utility checks were required so the department was uncertain if the project would proceed in 2018. Utility checks have now been completed and the project will proceed in 2019.

DCC R99 Boxwood Connector

The Boxwood Connector has been included in the Financial Plan for a number of years as work begins on different phases of the project. This project was originally budgeted under "Roads Development Cost Charges Bylaw 2008 No 7065" as DCC R85 with 100% allocated to growth. The "Development Cost Charges Bylaw 2017 No 7252" adopted by Council in 2018 results in a change in the allocation of the project between existing residents and growth with 50% now allocated to growth. As such, the funding for the project was adjusted as part of the carry forward process to comply with the new bylaw. This has resulted in \$1,530,000 being funded from the General Asset Management Reserve for the portion of the project now allocated to existing residents that was previously funded from Road DCCs.

Total carryforwards from 2018 to 2019 were \$44,767,025 and breakdown by department as follows:

Summary of Carryforwards By Department

Department	Area	Budget	Project Status			Total Cfd
			Substantially Completed	In Progress	Delayed	
Community Development	Civic Properties	29,200	-	-	29,200	29,200
	Culture & Heritage	264,215	-	60,962	99,800	160,762
	Development/Real Estate	7,776,647	-	2,196,531	2,475,000	4,671,531
	Environment	329,870	-	174,538	-	174,538
	Planning	109,180	-	2,148	200,000	202,148
	Social Planning	492,180	-	218,952	145,000	363,952
Total Community Development		9,001,292	-	2,653,131	2,949,000	5,602,131
Corporate Services	Financial Services	67,118	-	7,425	5,000	12,425
	IT	924,968	91,324	163,105	7,505	261,934
	PoNC/VICC	88,700	-	88,700	-	88,700
	Total Corporate Services	1,080,786	91,324	259,230	12,505	363,059
ENG PW	ENG PW	23,759,869	219,496	7,455,773	4,856,991	12,532,260
	Sewer	9,204,279	60,125	7,051,089	482,000	7,593,214
	Water	19,543,019	311,155	5,246,720	6,325,683	11,883,558
Total ENG PW		52,507,167	590,776	19,753,582	11,664,674	32,009,032
Parks and Recreation	Aquatics	1,952,533	5,795	647,510	-	653,305
	Arenas	719,107	16,400	493,499	83,800	593,699
	Civic Properties	17,732	-	17,732	-	17,732
	Facilities	64,000	-	1,500	-	1,500
	Parks Ops	1,786,122	7,595	619,264	704,814	1,331,673
	Recreation	293,031	15,850	129,164	34,400	179,414
Total Parks and Recreation		4,832,525	45,640	1,908,669	823,014	2,777,323
Public Safety	Nanaimo Fire Rescue	3,626,236	5,276	3,455,875	-	3,461,151
	Parking	504,000	-	442,379	45,000	487,379
	Police Services	90,134	-	27,350	39,600	66,950
Total Public Safety		4,220,370	5,276	3,925,604	84,600	4,015,480
Total All		71,642,140	733,016	28,500,216	15,533,793	44,767,025
% of Total Carried Forward			2%	64%	35%	

Attached to this report are two appendices, one which provides a breakdown of carryforwards by department with funding source and one which provides a detailed breakdown of projects carried forward.

On Attachment A, please note that expenditures for Bylaw and Parking Internal Orders exceed budget. This is due to the costs incurred as a result of Tent City. The expenditures of \$598,101 include \$526,256 in direct costs related to Tent City including general costs, costs related to the Health Order, Clean Up and Outreach Costs as well as the additional services approved by Council 2018-OCT-01 related to the closure of Tent City.

SUMMARY POINTS

- Each year, budgets for projects that are still in progress or were not started are carried forward to the following year.

ATTACHMENTS

- Attachment A – 2018 Carryforward Breakdown by Department with Funding Source
- Attachment B – 2018 Carryforward Breakdown by Project

Submitted by:

Wendy Fulla
Manager, Business, Asset & Financial
Planning

Concurrence by:

Laura Mercer
Acting Director, Financial Services

Attachment A
2018 Carryforward Analysis

Department	Project Type	2018 Budget	Expenditures	Budget Surplus/(Deficit)	%
Projects					
Administration					
Human Resources	Internal Orders	7,100	10,186	(3,086)	-43%
Legislative Services	Internal Orders	109,937	107,555	2,382	2%
Total Administration		117,037	117,741	(704)	
Public Safety					
			-		
Bylaw and Parking	Internal Orders	250,761	598,101	(347,340)	-139%
	Capital	576,756	186,488	390,268	68%
Police Services	Internal Orders	229,283	105,856	123,427	54%
	Capital	22,500	22,285	215	1%
NFR	Internal Orders	284,115	159,142	124,973	44%
	Capital	3,567,828	186,949	3,380,879	95%
FireComm	Internal Orders	2,000	-	2,000	100%
Total Public Safety		4,933,243	1,258,821	3,674,422	
Community Development					
Corporate Civic Facilities	Internal Orders	34,578	5,378	29,200	84%
Culture and Heritage	Internal Orders	414,215	234,550	179,665	43%
	Capital	15,666	15,280	386	2%
Development/Real Estate	Capital	11,182,099	3,750,770	7,431,329	66%
Economic Development	Internal Orders	35,078	9,535	25,543	73%
Environment	Internal Orders	480,244	296,853	183,391	38%
Planning	Internal Orders	236,158	33,686	202,472	86%
Social Planning	Internal Orders	869,988	429,595	440,393	51%
Total Community Development		13,268,026	4,775,647	8,492,379	
Corporate Services					
PoNC/VICC	Internal Orders	85,000	67,650	17,350	20%
	Capital	155,170	74,308	80,862	52%
Financial Services	Internal Orders	92,118	67,749	24,369	26%
IT	Internal Orders	653,589	376,632	276,957	42%
	Capital	1,003,897	809,958	193,939	19%
Total Corporate Services		1,989,774	1,396,297	593,477	

Amount Cfwd	Funding Source of Carryforward			
	General Revenues	General Reserves	Stat Reserves	Other ¹
-	-	-	-	-
109,452		109,452		
377,927			377,927	
66,950	66,950			
-				
80,272	34,470	21,020	24,782	
3,380,879			10,879	3,370,000
4,015,480	101,420	130,472	413,588	3,370,000
29,200	29,200			
160,762	119,354	41,408		
-				
4,671,531		1,017,670	2,350,000	1,303,861
174,538	54,534	27,093		92,911
202,148	100,000	100,000		2,148
363,952	100,000	47,500		216,452
5,602,131	403,088	1,233,671	2,350,000	1,615,372
15,000		15,000		
73,700		73,700		
12,425	5,000	7,425		
137,450	103,605	33,845		
124,484		124,484		
363,059	108,605	254,454	-	-

Attachment A
2018 Carryforward Analysis

Department		Project Type	2018 Budget	Expenditures	Budget Surplus/(Deficit)	%
ENGPW						
ENGPW	Internal Orders	2,444,743	1,280,063	1,164,680	48%	
	Capital	30,609,950	17,643,327	12,966,623	42%	
Sewer	Internal Orders	1,058,420	420,862	637,558	60%	
	Capital	9,261,443	1,720,239	7,541,204	81%	
Water	Internal Orders	1,663,096	313,849	1,349,247	81%	
	Capital	20,046,913	8,179,513	11,867,400	59%	
Total ENGPW		65,084,565	29,557,853	35,526,712		
Parks and Recreation						
Aquatics	Internal Orders	347,423	250,850	96,573	28%	
	Capital	1,880,844	1,310,898	569,946	30%	
Arenas	Internal Orders	194,691	136,139	58,552	30%	
	Capital	789,550	178,839	610,711	77%	
Civic Properties	Internal Orders	17,732	-	17,732	100%	
	Capital	102,500	45,525	56,975	56%	
Community Development	Internal Orders	-	328	(328)	#DIV/0!	
Facilities	Internal Orders	214,425	121,451	92,974	43%	
	Capital	80,000	79,643	357	0%	
Parks	Internal Orders	1,141,125	643,916	497,209	44%	
	Capital	1,835,095	880,123	954,972	52%	
Recreation	Internal Orders	480,950	264,253	216,697	45%	
	Capital	602,534	510,539	91,995	15%	
Total Parks and Recreation		7,686,869	4,422,504	3,264,365		
	Internal Orders	11,346,769	5,934,179	5,412,590		
	Projects	81,732,745	35,594,684	46,138,061		
Total Projects		93,079,514	41,528,863	51,550,651	55%	
Cost Centres						
Total Cost Centres						
Grand Total - All		93,079,514	41,528,863	51,550,651		

Amount Cfwd	Funding Source of Carryforward			
	General Revenues	General Reserves	Stat Reserves	Other ¹
727,637	423,110	282,595	17,532	4,400
11,804,623	363,795	176,130	11,172,138	92,560
366,992		366,992		
7,226,222		696,484	1,790,452	4,739,286
1,068,108		1,068,108		
10,815,450		9,079,985	1,735,465	
32,009,032	786,905	11,670,294	14,715,587	4,836,246
84,073	78,278	5,795		
569,232	5,327	27,081	536,824	
16,400	13,900	2,500		
577,299	20,000	101,554	434,489	21,256
17,732		17,732		
1,500	1,500			
379,061	250,590	119,609	1,267	7,595
952,612	354,600	322,265	239,947	35,800
85,966	46,410	28,251		11,305
93,448	22,400	14,000	57,048	
2,777,323	793,005	638,787	1,269,575	75,956
4,099,618	1,426,901	2,294,325	43,581	334,811
40,667,407	766,122	11,633,353	18,705,169	9,562,763
44,767,025	2,193,023	13,927,678	18,748,750	9,897,574
-	-			
44,767,025	2,193,023	13,927,678	18,748,750	9,897,574

¹Private contributions, grants, borrowing, sale of assets

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
Community Development	Civic Properties	20148	SARC: Exterior	29,200	-	29,200	Delayed	29,200
Community Development	Culture & Heritage	40209	150 Commercial St: Mechanical	80,000	-	80,000	Delayed	80,000
Community Development	Culture & Heritage	40177	Port Theatre: Mechanical	19,800	-	19,800	Delayed	19,800
Community Development	Culture & Heritage	30028	Downtown Façade Grants	27,978	8,424	19,554	In Progress	19,554
Community Development	Culture & Heritage	40181	Archaeological Overview Assessment	42,258	39,800	2,458	In Progress	6,000
Community Development	Culture & Heritage	40182	Coal Town Trail	10,320	4,095	6,225	In Progress	3,007
Community Development	Culture & Heritage	40183	Downtown Heritage Building Design Guidelines Update	50,000	37,400	12,600	In Progress	1,500
Community Development	Culture & Heritage	40133	Port Theatre: Windows	33,859	2,958	30,901	In Progress	30,901
Community Development	Development/Real Estate	P-4216	Waterfront Walkway: Nanaimo Yacht Club - Design	125,000	-	125,000	Delayed	125,000
Community Development	Development/Real Estate	P-4216	Waterfront Walkway: Northfield Creek	3,531,647	202,043	3,329,604	Awaiting Council Direction	2,250,000
Community Development	Development/Real Estate	P-4216	Waterfront Walkway: Asia Pacific Yacht Club - Design	50,000	-	50,000	Awaiting Council Direction	50,000
Community Development	Development/Real Estate	P-4216	Waterfront Walkway: Nanaimo Shipyard - Design	50,000	22,135	27,865	Awaiting Council Direction	50,000
Community Development	Development/Real Estate	P-4216	Waterfront Walkway: #1 Port Drive	1,000,000	-	1,000,000	In Progress	1,000,000
Community Development	Development/Real Estate	P-3104	Property Acquisitions: ROW	3,020,000	321,139	2,698,861	In Progress	1,196,531
Community Development	Environment	40134	Burn It Smart Woodstove Exchange Program	12,225	7,850	4,375	In Progress	8,974
Community Development	Environment	40227	Jingle Pot Marsh Restoration	8,845	5,471	3,374	In Progress	1,000
Community Development	Environment	40244	Buttertubs Marsh Hydrology Study	7,800	6,023	1,777	In Progress	1,777
Community Development	Environment	40285	Energy Step Code Education & Rebate Program	50,000	1,779	48,221	In Progress	48,221
Community Development	Environment	40286	Geese Management	26,000	15,389	10,611	In Progress	6,313
Community Development	Environment	40314	Climate Change Resiliency Strategy	225,000	116,747	108,253	In Progress	108,253
Community Development	Planning	30085	Official Community Plan (OCP) Update	100,000	-	100,000	Delayed	200,000
Community Development	Planning	30029	Port Drive Waterfront Master Plan	9,180	7,032	2,148	In Progress	2,148
Community Development	Social Planning	30125	Social Wellness Strategy	50,000	5,000	45,000	Delayed	45,000
Community Development	Social Planning	30145	Day-time Drop In Centre	100,000	-	100,000	Delayed	100,000
Community Development	Social Planning	30105	New Horizons Seniors Grant Program	134,116	26,945	107,171	In Progress	107,171
Community Development	Social Planning	30124	Affordable Housing Strategy	93,564	84,254	9,310	In Progress	2,500
Community Development	Social Planning	30141	PlanH Social Connectedness Grant	14,500	5,219	9,281	In Progress	9,281
Community Development	Social Planning	30150	Community Action Team Grant	100,000	-	100,000	In Progress	100,000
Total Community Development				9,001,292	919,703	8,081,589		5,602,131
Corporate Services	Financial Services	20092	Furniture and Equipment	32,850	22,473	10,377	Delayed	5,000
Corporate Services	Financial Services	20081	User Fee Review	34,268	26,843	7,425	In Progress	7,425
Corporate Services	IT	20075	IT Technical Infrastructure Renewal	6,030	-	6,030	Delayed	7,505
Corporate Services	IT	20101	SARC: Boardroom Upgrades	10,063	-	10,063	In Progress	10,063
Corporate Services	IT	20114	Service Monitoring Software	12,900	-	12,900	In Progress	44,632
Corporate Services	IT	50035	City Orthos	70,736	55,577	15,159	In Progress	15,159
Corporate Services	IT	50051	GIS Development	58,064	24,782	33,282	In Progress	33,282
Corporate Services	IT	P-2714	Enterprise Content Management	75,000	15,031	59,969	In Progress	59,969
Corporate Services	IT	20160	Fibre Optic Audit	37,250	26,400	10,850	Substantially Completed	10,850
Corporate Services	IT	20161	Perfect Mind Training	46,194	30,235	15,959	Substantially Completed	15,959
Corporate Services	IT	P-2713	VMWare Server Hardware	280,268	221,092	59,176	Substantially Completed	30,592
Corporate Services	IT	P-2720	Recreation Management (CLASS) Software Replacement	328,463	261,559	66,904	Substantially Completed	33,923
Corporate Services	PoNC/VICC	20175	VICC: Electrical	15,000	-	15,000	In Progress	15,000
Corporate Services	PoNC/VICC	P-2958	VICC Facility Amenities: Security - CCTV Cameras	73,700	-	73,700	In Progress	73,700
Total Corporate Services				1,080,786	683,992	396,794		363,059
ENG PW	ENG PW	P-5010	Fifth: Parkway to Wakesiah Rehab	40,000	-	40,000	Delayed	40,000

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
ENG PW	ENG PW	P-5010	Victoria Road: Esplanade to Farquar Rehab (reallocated budget to this project from unallocated road rehab leg as part of cfwd process)	509,660	-	509,660	Delayed	509,660
ENG PW	ENG PW	P-5013	Emerald: Ruby to Uplands Rehab	60,000	120	59,880	Delayed	59,880
ENG PW	ENG PW	P-5013	Glenayr: Loat to Argyle Rehab - Design	20,000	-	20,000	Delayed	20,000
ENG PW	ENG PW	P-5013	Roberta Rd West: Extension to Centennary Rehab - Design	20,000	-	20,000	Delayed	20,000
ENG PW	ENG PW	P-5060	Replacement for unit #231	170,000	-	170,000	Delayed	170,000
ENG PW	ENG PW	P-5157	DCC R85 Boxwood Connector - Construction	3,000,000	-	3,000,000	Delayed	3,000,000
ENG PW	ENG PW	P-5201	Bruce: 7th to 8th - CYC	7,500	-	7,500	Delayed	7,500
ENG PW	ENG PW	P-5201	Off Bowen Road: Morey Rd to Casper Way - CYC	172,000	-	172,000	Delayed	172,000
ENG PW	ENG PW	P-5211	Wild Otter Esmt VIP52002 DR: Starlight to Willow Grouse - Construction	250,000	-	250,000	Delayed	250,000
ENG PW	ENG PW	P-5220	Off Bowen (Caspers Way to Hansen Rd): Cycling - Design	20,000	-	20,000	Delayed	20,000
ENG PW	ENG PW	P-5220	Casper Way DR: Bowen to End - Design	37,000	-	37,000	Delayed	37,000
ENG PW	ENG PW	P-5221	Metral: Turner to Mostar Stop Upg & TRN - Design	15,000	-	15,000	Delayed	15,000
ENG PW	ENG PW	P-5221	Metral: Turner to Mostar SW & XWALK - Design	60,000	-	60,000	Delayed	60,000
ENG PW	ENG PW	P-5221	Metral DR: Turner to Mostar - Design	20,000	-	20,000	Delayed	20,000
ENG PW	ENG PW	P-5231	Terminal Trench DR - Design	10,000	-	10,000	Delayed	10,000
ENG PW	ENG PW	P-5240	Esplanade: Nicol to Crace RHB - Construction	344,508	-	344,508	Delayed	344,508
ENG PW	ENG PW	P-5243	Beaufort Park Pond DR - Design	28,443	-	28,443	Delayed	28,443
ENG PW	ENG PW	P-5253	Fourth DR: Chesterlea to Pine - Design	25,000	-	25,000	Delayed	25,000
ENG PW	ENG PW	P-5253	Stirling DR - Fourth to South Alley - Design	10,000	-	10,000	Delayed	10,000
ENG PW	ENG PW	P-5292	DCC R81 Wakesiah Ave CYC: 3rd to 6th	38,000	-	38,000	Delayed	38,000
ENG PW	ENG PW	50157	Cranberry Connector Drainage Servicing Study	75,000	2,933	72,067	In Progress/Reduced Scope	3,468
ENG PW	ENG PW	50001	Road Standards Update	40,000	-	40,000	In Progress	40,000
ENG PW	ENG PW	50033	Safer School Travel Program	56,640	52,530	4,110	In Progress	8,510
ENG PW	ENG PW	50034	Traffic Calming Program	71,456	49,759	21,697	In Progress	21,697
ENG PW	ENG PW	50040	Alternate Transportation Education & Marketing	33,200	29,450	3,750	In Progress	5,066
ENG PW	ENG PW	50048	Drainage: Infrastructure Condition Assessment Program	207,250	171,089	36,161	In Progress	13,122
ENG PW	ENG PW	50059	PW Yard: Furniture and Equipment	30,263	28,837	1,426	In Progress	1,056
ENG PW	ENG PW	50100	SNIC Equipment	12,958	-	12,958	In Progress	12,958
ENG PW	ENG PW	50114	Transportation Planning Studies	22,541	16,400	6,141	In Progress	6,141
ENG PW	ENG PW	50120	Hammond Bay Rd DR: 1362 to 1380 Ivy Lane	31,000	-	31,000	In Progress	31,000
ENG PW	ENG PW	50135	MoESS Review of Sections 10 & 11	15,154	6,358	8,796	In Progress	8,796
ENG PW	ENG PW	50137	Transportation Population Projection Study	74,000	-	74,000	In Progress	74,000
ENG PW	ENG PW	50138	Transportation Screenline Surveys	6,856	-	6,856	In Progress	2,000
ENG PW	ENG PW	50140	DCC SD66 Eagle Point Catchment Master Plan	100,000	12,468	87,532	In Progress	87,532
ENG PW	ENG PW	50142	Northfield Rd Sub-Catchment of Upper Millstone Drainage Study	73,941	3,825	70,116	In Progress	78,116
ENG PW	ENG PW	50144	Coal Mine Risk Assessment	50,000	36,963	13,037	In Progress	13,037
ENG PW	ENG PW	50145	Public Works Yard Study	80,000	34,869	45,131	In Progress	45,131
ENG PW	ENG PW	50155	PW Yard: Lunchroom for Purchasing	13,212	833	12,379	In Progress	4,418
ENG PW	ENG PW	50175	Complete Street Guideline: Terminal Ave: Poplar to Waddington - TRA	120,000	10,000	110,000	In Progress	110,000

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
ENG PW	ENG PW	50176	480 Tenth St Works & Services Cost Share	42,000	-	42,000	In Progress	42,000
ENG PW	ENG PW	50179	DCC SD57 Wexford Creek & Tenth Pond Study	37,600	22,712	14,888	In Progress	14,880
ENG PW	ENG PW	50181	Drainage Infra Monitoring Calibration	2,709	1,243	1,466	In Progress	1,341
ENG PW	ENG PW	50198	Curb and Sidewalk 6154 Brickyard	40,000	-	40,000	In Progress	40,000
ENG PW	ENG PW	50199	Transportation Network Review	50,000	-	50,000	In Progress	50,000
ENG PW	ENG PW	P-5010	Rock City: Edgewood to Robin Hood Rehab	65,000	-	65,000	In Progress	65,000
ENG PW	ENG PW	P-5013	College: Harwell to Kaz Crt Rehab	180,000	-	180,000	In Progress	180,000
ENG PW	ENG PW	P-5013	Timberview Road Rehab	89,000	-	89,000	In Progress	89,000
ENG PW	ENG PW	P-5013	Dickinson & Schook Area Rehab Project	248,698	241,232	7,466	In Progress	18,892
ENG PW	ENG PW	P-5014	Sign Maker - Printer	34,133	1,830	32,303	In Progress	32,044
ENG PW	ENG PW	P-5060	Replacement for unit #427	155,000	2,874	152,126	In Progress	137,120
ENG PW	ENG PW	P-5060	Replacement for unit #428	230,000	-	230,000	In Progress	165,489
ENG PW	ENG PW	P-5060	Replacement for unit #404	210,000	-	210,000	In Progress	210,000
ENG PW	ENG PW	P-5135	DCC R84 Hammond Bay Road Arterial Design	94,714	27,402	67,312	In Progress	67,312
ENG PW	ENG PW	P-5135	DCC R84 Hammond Bay Road: Stephenson Pt to 3052 HB - Construction	940,238	934	939,304	In Progress	939,304
ENG PW	ENG PW	P-5135	DCC R84 Hammond Bay Road Street Lighting: Stephenson Pt to 3052 HB - Construction	65,000	-	65,000	In Progress	65,000
ENG PW	ENG PW	P-5135	DCC R84 Hammond Bay Road DR: Stephenson Pt to 3052 HB - Construction	470,000	-	470,000	In Progress	470,000
ENG PW	ENG PW	P-5157	DCC R85 Boxwood Connector - Design	275,286	225,076	50,210	In Progress	30,589
ENG PW	ENG PW	P-5196	Wellcox Access: Phase 1 Front Street Extension	1,800,000	16,185	1,783,815	In Progress	1,783,814
ENG PW	ENG PW	P-5196	Wellcox Access - Design	213,652	174,760	38,892	In Progress	38,892
ENG PW	ENG PW	P-5200	Jingle Pot SW: Bird Sanctuary to Wakesiah	130,000	112,425	17,575	In Progress	17,575
ENG PW	ENG PW	P-5203	Wallace St/Fitzwilliam St: Intersection Upgrade - Design	50,000	-	50,000	In Progress	50,000
ENG PW	ENG PW	P-5210	SNIC Equipment: Sander	41,673	-	41,673	In Progress	41,673
ENG PW	ENG PW	P-5229	Bastion Bridge Rehab	250,000	196,921	53,079	In Progress	53,079
ENG PW	ENG PW	P-5230	Dufferin @ Dufferin PED	300,000	277,039	22,961	In Progress	22,961
ENG PW	ENG PW	P-5231	Terminal Corridor Upgrades - Pre-design	200,000	16,701	183,299	In Progress	183,299
ENG PW	ENG PW	P-5235	Tower Reservoir Access DR: Reservoir to Langara - Design	8,000	-	8,000	In Progress	8,000
ENG PW	ENG PW	P-5238	Bruce: Fourth to Pine - CYC	7,576	1,299	6,277	In Progress	6,277
ENG PW	ENG PW	P-5238	Bruce DR: Fourth to Catstream	7,224	1,684	5,540	In Progress	5,540
ENG PW	ENG PW	P-5240	Esplanade: Nicol to Crace RHB - Design	15,492	2,574	12,918	In Progress	12,918
ENG PW	ENG PW	P-5242	DCC R98 Jingle Pot @ Westwood New Signal Veh - Design	43,587	34,983	8,604	In Progress	8,604
ENG PW	ENG PW	P-5246	Stewart DR: 1000 Stewart to Outfall - Design	80,000	34,757	45,243	In Progress	45,244
ENG PW	ENG PW	P-5251	Georgia Ave Greenway PED/CYC - Construction	1,211,823	207,009	1,004,814	In Progress	996,264
ENG PW	ENG PW	P-5255	Pheasant Terrace: Rosstown to Labieux RHB - Design	28,000	-	28,000	In Progress	3,000
ENG PW	ENG PW	P-5255	Rosstown Rd & Esmt 3677RW DR: 2578 Rosstown to 2545 Rosstown - Design	15,000	1,910	13,090	In Progress	4,000
ENG PW	ENG PW	P-5259	Wakesiah Ave: 390 Wakesiah to Third St RHB - Design	38,000	25,255	12,745	In Progress	12,745
ENG PW	ENG PW	P-5259	Wakesiah Ave DR: S of Woodstave to Third - Design	80,000	55,012	24,988	In Progress	24,988
ENG PW	ENG PW	P-5264	DCC R97 Madsen Rd: East Wellington Rd to Griffiths Rd Corridor Improvements - Design	300,000	89,397	210,603	In Progress	210,603

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
ENG PW	ENG PW	P-5267	Departure Bay/Brechin (Cilaire)	30,620	1,820	28,800	In Progress	28,800
ENG PW	ENG PW	P-5267	Departure Bay/Wassell (Country Club)	34,330	5,630	28,700	In Progress	28,700
ENG PW	ENG PW	P-5267	Boundary FS Nightingale	29,100	-	29,100	In Progress	29,100
ENG PW	ENG PW	P-5267	Boundary NS Nightingale	29,100	-	29,100	In Progress	29,100
ENG PW	ENG PW	P-5269	LED Street Light Conversion Phase 1	214,300	52,578	161,722	In Progress	161,722
ENG PW	ENG PW	P-5271	DCC R90 Third Street Re-profiling	350,000	347,551	2,449	In Progress	2,449
ENG PW	ENG PW	P-5272	Third Street Re-profiling Drainage	25,000	24,825	175	In Progress	175
ENG PW	ENG PW	P-5278	Haliburton SSt Area PED	15,000	-	15,000	In Progress	15,000
ENG PW	ENG PW	P-5278	Haliburton SSt Area CYC	15,000	-	15,000	In Progress	15,000
ENG PW	ENG PW	P-5289	Laguna Way: Toms Turnabout Esmt to 5004	14,500	-	14,500	In Progress	14,500
ENG PW	ENG PW	P-5292	DCC R81 Wakesiah CYC: 1st to 3rd	65,000	26,307	38,693	In Progress	38,693
ENG PW	ENG PW	P-5218	Cinnabar Dr: Stacey to End of the Road RHB	379,021	5,919	373,102	In Progress	373,102
ENG PW	ENG PW	P-5204	Lambert Ave DR: 5th to 6th - Design	10,390	4,453	5,937	Design Complete, Cfwd for Construction	5,937
ENG PW	ENG PW	50052	Street Light Upgrades Annual Program	45,148	30,199	14,949	Substantially Completed	1,629
ENG PW	ENG PW	50177	Bowen Road Traffic Signal Coordination	67,300	55,561	11,739	Substantially Completed	11,739
ENG PW	ENG PW	P-5010	Argyle Ave: Departure Bay to Glenayr	64,340	51,179	13,161	Substantially Completed	5,000
ENG PW	ENG PW	P-5013	Glenayr: Bay to Loat Rehab	175,000	156,111	18,889	Substantially Completed	5,000
ENG PW	ENG PW	P-5060	Replacement for unit #110	42,700	32,969	9,731	Substantially Completed	9,731
ENG PW	ENG PW	P-5060	Replacement for unit #582	200,000	151,224	48,776	Substantially Completed	1,038
ENG PW	ENG PW	P-5108	DCC R8 Boundary/Northfield Interim Imprv	3,633,433	3,487,631	145,802	Substantially Completed	88,000
ENG PW	ENG PW	P-5191	DCC R65 Linley Valley W Access Construction Phase 2	132,267	121,395	10,872	Substantially Completed	10,872
ENG PW	ENG PW	P-5191	Linley Valley W Access PED - Construction	28,435	3,435	25,000	Substantially Completed	25,000
ENG PW	ENG PW	P-5217	Glenayr Drive DR: Loat to Bay - Construction	360,000	355,558	4,442	Substantially Completed	4,442
ENG PW	ENG PW	P-5222	Terminal: St George to Brechin PP	250,000	188,711	61,289	Substantially Completed	20,000
ENG PW	ENG PW	P-5226	672 Winchester DR	94,535	72,032	22,503	Substantially Completed	5,800
ENG PW	ENG PW	P-5234	Telescope Terr: Smugglers Hill Dr to end RHB	100,000	99,075	925	Substantially Completed	925
ENG PW	ENG PW	P-5234	Telescope Terr Esmt DR: 3205 Telescope to 3176 Smugglers Hill - Construction	114,000	111,400	2,600	Substantially Completed	3,036
ENG PW	ENG PW	P-5245	Jingle Pot Road DR: 2413 JP to 2331 JP - Construction	236,973	222,289	14,684	Substantially Completed	5,000
ENG PW	ENG PW	P-5268	Automated Carts - Sanitation	2,984,390	2,962,106	22,284	Substantially Completed	22,284
ENG PW	Sewer	P-6195	Bartlett Street SS: Venlaw Road and Morey Road - Design	25,000	-	25,000	Delayed	25,000
ENG PW	Sewer	P-6199	Park Ave SS: 6th Street to 740 Park - Design	60,000	-	60,000	Delayed	60,000
ENG PW	Sewer	P-6201	Howard Ave SS: Siphon @ 723 Howard to Sixth St - Design	30,000	-	30,000	Delayed	30,000
ENG PW	Sewer	P-6219	Terminal Trench SS: Comox to Nicol - Design	40,000	-	40,000	Delayed	40,000
ENG PW	Sewer	P-6224	Begbie Street SS: Morpeth to Millstone - Design	10,000	-	10,000	Delayed	10,000
ENG PW	Sewer	P-6224	Millstone Ave SS: Townsite to Begbie - Design	10,000	-	10,000	Delayed	10,000
ENG PW	Sewer	P-6225	Rosehill Lane SS: 540 Rosehill to Holly - Design	20,000	-	20,000	Delayed	20,000
ENG PW	Sewer	P-6226	White Street SS: 1576 to 1468 White Street - Design	16,000	-	16,000	Delayed	16,000
ENG PW	Sewer	P-6226	White St Easement VIP1241RW SS: 1381 to 1577 Bush - Design	20,000	-	20,000	Delayed	20,000
ENG PW	Sewer	P-6231	Gelanayr Dr SS: Argyle to Loat - Design	34,000	-	34,000	Delayed	34,000
ENG PW	Sewer	P-6232	Stongitharm Esmnt 1628RW SS: Strongitharm to 2550 Dep Bay - Design	50,000	-	50,000	Delayed	50,000

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
ENG PW	Sewer	P-6239	Hillside SS: Caldwell to 3572 Hillside - Design	15,000	-	15,000	Delayed	15,000
ENG PW	Sewer	P-6246	DCC SS55 Sixth St SS: Georgia to Howard Ph 2 - Design	35,000	-	35,000	Delayed	35,000
ENG PW	Sewer	P-6246	DCC SS55 Sixth St SS: Nanaimo Lakes to Howard - Ph 3 - Design	67,000	-	67,000	Delayed	67,000
ENG PW	Sewer	P-6258	Emerald SS: 3301 Emerald to Uplands - Construction	50,000	-	50,000	Delayed	50,000
ENG PW	Sewer	80004	Sanitary Sewer Studies	93,505	76,914	16,591	In Progress	13,688
ENG PW	Sewer	80005	Sewer Infra Monitoring and Model Calibration	110,000	48,150	61,850	In Progress	52,500
ENG PW	Sewer	80006	Sewer Infrastructure Condition Assessment Program	395,000	131,667	263,333	In Progress	100,804
ENG PW	Sewer	80030	DCC SS52 Study: Departure Bay Master Plan	150,000	-	150,000	In Progress	150,000
ENG PW	Sewer	80046	Sewer User Rate Review	50,000	-	50,000	In Progress	50,000
ENG PW	Sewer	P-6144	Garner Crescent Sanitary	48,576	14,850	33,726	In Progress	33,726
ENG PW	Sewer	P-6149	DCC SS19 Millstone Trunk South: Westwood Road to Pryde - Design	140,000	2,068	137,932	In Progress	137,932
ENG PW	Sewer	P-6149	DCC SS19 Millstone Trunk South (within Bowen Park) - Design	300,000	3,998	296,002	In Progress	296,002
ENG PW	Sewer	P-6168	DCC SS17 Millstone Trunk SS: Jingle Pot North to MH 2908 - Construction	66,000	6,553	59,447	In Progress	59,446
ENG PW	Sewer	P-6191	DCC SS45 Eight St SS FM- Stage 1: Eighth and Douglas	2,983,497	148,779	2,834,718	In Progress	2,834,718
ENG PW	Sewer	P-6191	DCC SS45 Eight St SS PS- Stage 1: Eighth and Douglas	2,071,231	166,663	1,904,568	In Progress	1,904,568
ENG PW	Sewer	P-6227	Pearson Bridge SS: Along River Bank - Design	60,000	827	59,173	In Progress	59,173
ENG PW	Sewer	P-6227	Comox Area Sanitary Sewer - Design	41,000	-	41,000	In Progress	41,000
ENG PW	Sewer	P-6236	DCC SS64 Seventh SS: Georgia to Bruce	256,000	-	256,000	In Progress	256,000
ENG PW	Sewer	P-6237	Hammond Bay SS: 1326 Ivy lane to 1318 Sherwood	105,062	-	105,062	In Progress	105,062
ENG PW	Sewer	P-6238	Adby SS: 3286 Adby to Departure Bay - Design	30,000	5,032	24,968	In Progress	8,313
ENG PW	Sewer	P-6245	DCC SS56 Seventh St SS: 583 Seventh St to Georgia Ph 1	162,000	-	162,000	In Progress	162,000
ENG PW	Sewer	P-6246	DCC SS55 Sixth St SS: Bruce to Georgia - Ph 1	335,000	41,997	293,003	In Progress	293,002
ENG PW	Sewer	P-6248	DCC SS54 Seventh St SS: Stirling to Park Ave	400,000	-	400,000	In Progress	400,000
ENG PW	Sewer	P-6251	DCC SS46 Richard Lake Truck Sewer: Emst 40 Maki Rd to Chase River PS - Design	45,000	-	45,000	In Progress	45,000
ENG PW	Sewer	P-6253	Bruce SS: 375 Bruce to Catstream	2,868	674	2,194	In Progress	2,194
ENG PW	Sewer	P-6261	Stewart Street Utilities Upgrade	25,000	9,300	15,700	In Progress	15,700
ENG PW	Sewer	P-6183	Lambert Ave SS: 5th to 6th - Design	35,222	4,961	30,261	Design Complete, Cfwd for Construction	30,261
ENG PW	Sewer	P-6190	Poplar Street SS: Brierley to Princess Royal - Construction	29,799	27,964	1,835	Substantially Completed	1,835
ENG PW	Sewer	P-6223	Glenayr SS: Loat to Bay - Construction	225,000	215,557	9,443	Substantially Completed	3,977
ENG PW	Sewer	P-6243	DCC SS61 Bradley St SS: 529 Bradley to Holly - Construction	43,488	33,277	10,211	Substantially Completed	10,211
ENG PW	Sewer	P-6252	DCC SS62 Westdale Rd Esmt SS: Westdale to Ham Bay - Construction	383,471	318,293	65,178	Substantially Completed	30,000
ENG PW	Sewer	P-6255	Telescope Terrace Sanitary Sewer	135,560	121,458	14,102	Substantially Completed	14,102
ENG PW	Water	90021	Water Supply Analysis	150,000	-	150,000	Delayed	150,000
ENG PW	Water	90024	Public Education of Water System	35,000	-	35,000	Delayed	35,000
ENG PW	Water	P-7104	Rosstown Road WM Cost Share	70,000	-	70,000	Delayed	70,000
ENG PW	Water	P-7104	Dufferin Cr WM Cost Share	57,260	-	57,260	Delayed	57,260

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
ENG PW	Water	P-7279	East Wellington PRV - Design	20,000	-	20,000	Delayed	20,000
ENG PW	Water	P-7298	Seventh St WM: Park to Douglas - Construction	592,000	120	591,880	Delayed	611,923
ENG PW	Water	P-7306	Fourteenth Street WM: Cranberry to Frames - Construction	202,500	-	202,500	Delayed	202,500
ENG PW	Water	P-7329	Hillside Ave WM - Design	37,000	-	37,000	Delayed	37,000
ENG PW	Water	P-7368	Metral Corridor WM - Design	160,000	-	160,000	Delayed	160,000
ENG PW	Water	P-7370	Caspers Way WM: Bowen to Creekside - Design	15,000	-	15,000	Delayed	15,000
ENG PW	Water	P-7371	Bartlett & Venlaw Area WM - Design	61,000	-	61,000	Delayed	61,000
ENG PW	Water	P-7376	Howard Ave WM: 732 Howard to Sixth	15,000	-	15,000	Delayed	15,000
ENG PW	Water	P-7393	Begbie WM: Sunderland to Millstone - Design	24,000	-	24,000	Delayed	24,000
ENG PW	Water	P-7394	Nottingham & Arrow Way Area WM	65,000	-	65,000	Delayed	65,000
ENG PW	Water	P-7397	Roberta Rd West WM: Centennary to Extension - Design	28,000	-	28,000	Delayed	28,000
ENG PW	Water	P-7406	Emerald WM: Ruby to Uplands	140,000	-	140,000	Delayed	140,000
ENG PW	Water	P-7418	DCC WD54 (60% Growth) Bartlett St WM, Pryde to end of Adams - Design	24,000	-	24,000	Delayed	24,000
ENG PW	Water	P-7425	Shamrock Place WM: Departure Bay to Shamrock - Design	35,000	-	35,000	Delayed	35,000
ENG PW	Water	P-9252	DCC WS36 Vanderneuk RES: Land	1,000,000	-	1,000,000	Delayed	1,000,000
ENG PW	Water	P-9259	Emergency Water Supply PS - Construction	3,000,000	-	3,000,000	Delayed	3,000,000
ENG PW	Water	P-9269	Lost Lake RES #2: Rehab	75,000	-	75,000	Delayed	75,000
ENG PW	Water	P-9271	South Fork Dam: Seismic Upgrades	500,000	-	500,000	Delayed	500,000
ENG PW	Water	70005	Water Studies	66,800	48,478	18,322	In Progress	11,947
ENG PW	Water	70008	Water Infrastructure Condition Assessment Program	100,000	63,153	36,847	In Progress	36,847
ENG PW	Water	70014	Water Meter Replacement Program	295,000	130,641	164,359	In Progress	52,238
ENG PW	Water	70018	DCC WD51: Rebuild of City Wide Water Model and Calibration	200,000	-	200,000	In Progress	226,022
ENG PW	Water	90004	WPC - Decommissioning	152,039	5,650	146,389	In Progress	146,389
ENG PW	Water	90007	Annual Dam Safety Review WS Dams	28,260	11,860	16,400	In Progress	9,390
ENG PW	Water	90020	Dam Safety Upgrades	212,585	9,454	203,131	In Progress	203,131
ENG PW	Water	90027	Flow Meter - WTP	129,000	-	129,000	In Progress	152,379
ENG PW	Water	90031	Water User Rate Review	50,000	5,235	44,765	In Progress	44,765
ENG PW	Water	P-7274	DCC W48 Ham Bay Rd WM: Prince John to Stephenson Pt - Design	42,501	-	42,501	In Progress	42,501
ENG PW	Water	P-7274	DCC W48 Ham Bay Rd WM: Prince John to Stephenson Pt - Construction	215,000	113	214,887	In Progress	214,887
ENG PW	Water	P-7279	Cinnabar and Stacey PRV - Design	7,474	5,029	2,445	In Progress	2,466
ENG PW	Water	P-7305	Turnabout View & Centennary Dr WM - Design	45,000	8,990	36,010	In Progress	12,920
ENG PW	Water	P-7306	Cranberry Rd WM: Extension to 14th - Construction	200,000	4,112	195,888	In Progress	195,888
ENG PW	Water	P-7335	Duke & Sixth WM - Construction	765,000	96,434	668,566	In Progress	683,449
ENG PW	Water	P-7345	Glen Eagle Cres & Quilchena WM - Design	25,050	7,815	17,235	In Progress	6,985
ENG PW	Water	P-7345	Glen Eagle Cres & Quilchena WM - Construction	329,000	223,609	105,391	In Progress	115,641
ENG PW	Water	P-7350	Laguna Area WM - Design	154,000	103,328	50,672	In Progress	50,672
ENG PW	Water	P-7365	Hawkins Rd WM End to End - Construction	285,000	227,657	57,343	In Progress	5,000
ENG PW	Water	P-7366	Jingle Pot WM: 4151 to 4215 Jingle Pot - Design	35,000	6,784	28,216	In Progress	3,624
ENG PW	Water	P-7369	Rutherford Rd WM: Alder to Vanderneuk - Design	35,000	5,056	29,944	In Progress	29,994

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
ENG PW	Water	P-7372	Richardson Rd WM: 1805 Richardson to Ranchview - Design	20,000	5,032	14,968	In Progress	14,968
ENG PW	Water	P-7377	Telescope Terr WM - Construction	614,000	495,115	118,885	In Progress	118,860
ENG PW	Water	P-7385	Bruce WM: Fourth to 320 Bruce	5,225	1,155	4,070	In Progress	4,070
ENG PW	Water	P-7386	Esplanade WM: Crace to Front	429,010	35,772	393,238	In Progress	393,238
ENG PW	Water	P-7389	Hammond Bay WM: @ Ivy Lane	235,500	-	235,500	In Progress	235,500
ENG PW	Water	P-7390	Island Hwy WM: Mackenzie to Melideo and Estuary to Melideo	72,000	53,848	18,152	In Progress	18,152
ENG PW	Water	P-7391	Jingle Pot WM: Ashlee to Westwood	13,716	12,501	1,215	In Progress	1,215
ENG PW	Water	P-7392	Lambert Ave WM: 5th to 6th - Design	25,424	3,307	22,117	In Progress	22,117
ENG PW	Water	P-7405	Uplands Dr WM: Dep Bay to Villa - Design	45,000	8,990	36,010	In Progress	36,010
ENG PW	Water	P-7399	Sixth St Area WM - Design	22,000	-	22,000	In progress	22,000
ENG PW	Water	P-7402	Holland Esmt WM: Dockside to Michigan - Construction	171,000	73,772	97,228	In Progress	10,000
ENG PW	Water	P-7403	Holmes Rd WM: Neen to Mill - Construction	227,000	170,529	56,471	In Progress	10,000
ENG PW	Water	P-7404	Mountain View Cr WM: Panorama View to Timber View	143,000	61,671	81,329	In Progress	81,329
ENG PW	Water	P-7404	Timber View WM: End to End	141,000	-	141,000	In Progress	141,000
ENG PW	Water	P-7430	Bulk Water Filling Station #1 Cedar	139,006	-	139,006	In Progress	139,006
ENG PW	Water	P-7438	Haliburton WM: 995 to Island Hwy	70,000	-	70,000	In Progress	70,000
ENG PW	Water	P-9259	Emergency Water Supply PS - Design	271,422	140,336	131,086	In Progress	131,086
ENG PW	Water	P-9263	Towers PS - Rehab	1,064,097	111,930	952,167	In Progress	952,167
ENG PW	Water	P-9265	DCC WS42 Tower RES	668,222	69,355	598,867	In Progress	598,867
ENG PW	Water	P-7279	Townsite and Boundary PRV	117,905	106,935	10,970	Substantially Completed	5,000
ENG PW	Water	P-7279	Tom's Turnabout PRV	200,137	200,137	-	Substantially Completed	5,000
ENG PW	Water	P-7279	Bay and Neyland PRV	147,917	115,510	32,407	Substantially Completed	8,291
ENG PW	Water	P-7279	Addison PRV - Design	10,474	6,969	3,505	Substantially Completed	3,446
ENG PW	Water	P-7301	Poplar St WM: Estevan to Stewart - Construction	260,356	258,756	1,600	Substantially Completed	1,835
ENG PW	Water	P-7326	Cumberland & Locksley WM Renewal - Construction	385,552	364,256	21,296	Substantially Completed	21,079
ENG PW	Water	P-7327	Bay St & Norfolk Hill Looping WM	613,909	606,258	7,651	Substantially Completed	7,651
ENG PW	Water	P-7344	Wakesiah Lane WM: Harewood to Fourth - Construction	681,000	504,439	176,561	Substantially Completed	5,000
ENG PW	Water	P-7363	Black Diamond Dr WM JP - JP: Jingle Pot Rd: Parkway to Third - Design	30,000	11,119	18,881	Substantially Completed	105
ENG PW	Water	P-7363	Black Diamond Dr WM: JP - JP: Jingle Pot to Jingle Pot - Design	142,917	99,067	43,850	Substantially Completed	4,446
ENG PW	Water	P-7378	Terminal Ave WM: Commercial to Comox - Design	55,503	83,158	(27,655)	Substantially Completed	21,102
ENG PW	Water	P-7378	Terminal Ave WM: Commercial to Comox - Construction	1,260,909	1,086,483	174,426	Substantially Completed	10,000
ENG PW	Water	P-7400	Sunset WM: Sealand to Parkway - Design	27,000	25,434	1,566	Substantially Completed	1,566
ENG PW	Water	P-7431	Park Ave WM: 403 & 425 Eight St.	81,500	53,903	27,597	Substantially Completed	27,597
ENG PW	Water	P-9260	DCC WS41 #1 Res-College PK Duplicate Supply Main - Construction	35,000	25,000	10,000	Substantially Completed	10,000
ENG PW	Water	P-9266	College Park to Towers Supply WM - Design	1,438,849	1,259,812	179,037	Substantially Completed	179,037
Total ENG PW				52,507,167	19,190,655	33,316,512		32,009,032
Parks and Recreation	Aquatics	40036	Beban Pool: HVAC	106,664	43,060	63,604	In Progress	63,604
Parks and Recreation	Aquatics	40037	Beban Pool: Mechanical	30,811	29,774	1,037	In Progress	1,037
Parks and Recreation	Aquatics	40310	NAC: Play Structure Repairs	12,350	5,698	6,652	In Progress	6,652
Parks and Recreation	Aquatics	40311	Beban Pool: Convert to Liquid Chlorine	38,225	31,240	6,985	In Progress	6,985

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
Parks and Recreation	Aquatics	P-4170	NAC: Security CCTV Cameras	35,827	3,419	32,408	In Progress	32,408
Parks and Recreation	Aquatics	P-4242	NAC : Roof Phase 1	1,516,629	1,113,654	402,975	In Progress	402,975
Parks and Recreation	Aquatics	P-4251	NAC: Domestic Water Lines	146,792	12,943	133,849	In Progress	133,849
Parks and Recreation	Aquatics	40127	NAC Sustainability Initiatives	5,500	3,500	2,000	Substantially completed	2,000
Parks and Recreation	Aquatics	40239	NAC Energy Measures: HVAC	59,735	54,993	4,742	Substantially completed	3,795
Parks and Recreation	Arenas	P-4164	FC Arena: REALice	42,300	-	42,300	Delayed	42,300
Parks and Recreation	Arenas	P-4165	Cliff McNabb Arena: REALice	41,500	-	41,500	Delayed	41,500
Parks and Recreation	Arenas	P-4164	FC Arena: Facility Amenities - Sound System	53,075	11,740	41,335	In Progress	41,335
Parks and Recreation	Arenas	P-4164	FC Arena: Security - CCTV Cameras	26,400	-	26,400	In Progress	26,400
Parks and Recreation	Arenas	P-4194	FCA: Mechanical	420,000	15,511	404,489	In Progress	404,489
Parks and Recreation	Arenas	P-4227	Cliff McNabb Arena: Facility Amenities - Sound System	21,275	-	21,275	In Progress	21,275
Parks and Recreation	Arenas	40126	Sustainability NIC 2014 Energy Upgrades	16,757	6,433	10,324	Substantially completed	2,500
Parks and Recreation	Arenas	40294	NIC: Roof	97,800	82,771	15,029	Substantially completed	13,900
Parks and Recreation	Civic Properties	40353	Community Services Building: Mechanical	17,732	-	17,732	In Progress	17,732
Parks and Recreation	Facilities	40246	Civic Facilities: Investigation/Pre-Design	64,000	61,419	2,581	In Progress	1,500
Parks and Recreation	Parks Ops	40283	Westwood Lake Beach and Parking Lot Area Improvement Plan	51,750	-	51,750	Delayed	51,750
Parks and Recreation	Parks Ops	P-4045	PIP: Cambie Park	25,000	-	25,000	Delayed	32,800
Parks and Recreation	Parks Ops	P-4045	PIP: Fern Neighbourhood	45,000	-	45,000	Delayed	53,000
Parks and Recreation	Parks Ops	40253	Colliery Dam: Public Art	40,000	-	40,000	Delayed	40,000
Parks and Recreation	Parks Ops	40268	Trailway Development and Rehab	37,549	29,113	8,436	Delayed	8,436
Parks and Recreation	Parks Ops	40296	Lower Chase Dam Seepage Weir	27,500	-	27,500	Delayed	27,500
Parks and Recreation	Parks Ops	P-4031	Maffeo Sutton Phase 1	400,000	7,172	392,828	Delayed	392,828
Parks and Recreation	Parks Ops	P-4040	Trailway Development and Rehab - Maffeo Sutton Park	52,000	-	52,000	Delayed	52,000
Parks and Recreation	Parks Ops	P-4245	Chase River Estuary Viewing Platform and Boardwalk	32,500	-	32,500	Delayed	32,500
Parks and Recreation	Parks Ops	40195	Parks Ops: Equipment Replacement	-	-	-	Delayed	14,000
Parks and Recreation	Parks Ops	40195	Parks Ops: Equipment Replacement	26,400	17,392	9,008	In Progress	8,238
Parks and Recreation	Parks Ops	40030	Parks/Facility Accessibility Program	68,800	8,091	60,709	In Progress	63,484
Parks and Recreation	Parks Ops	40083	Lower & Middle Chase Dams	46,408	19,429	26,979	In Progress	26,979
Parks and Recreation	Parks Ops	40130	Formal Dam Inspections: Recreational Dams	86,750	35,550	51,200	In Progress	29,040
Parks and Recreation	Parks Ops	40252	Colliery Dam: Improvements	46,300	17,479	28,821	In Progress	28,821
Parks and Recreation	Parks Ops	40256	Communication System Upgrade	42,700	25,765	16,935	In Progress	16,935
Parks and Recreation	Parks Ops	40276	Linley Valley/Upper MacGregor Cr Mtc	29,370	28,103	1,267	In Progress	1,382
Parks and Recreation	Parks Ops	40295	Park Amenities Condition Assessment Program	50,000	38,534	11,466	In Progress	3,450
Parks and Recreation	Parks Ops	40298	Recreational Dam Tree Removal/Pruning	25,000	6,000	19,000	In Progress	10,000
Parks and Recreation	Parks Ops	40305	May Bennett Rotary Skatepark Improvements	19,550	4,708	14,842	In Progress	6,000
Parks and Recreation	Parks Ops	40317	Sid Clark Dugouts Renewal - 4 Dugouts	38,500	3,049	35,451	In Progress	35,451
Parks and Recreation	Parks Ops	P-4031	Westdale Leslie Park Upgrades	30,200	27,364	2,836	In Progress	2,836
Parks and Recreation	Parks Ops	P-4040	Trailway Development and Rehab - Parkway Trail	166,000	80,779	85,221	In Progress	85,221
Parks and Recreation	Parks Ops	P-4045	PIP: Cinnabar Valley Park	28,045	35,859	(7,814)	In Progress	4,162
Parks and Recreation	Parks Ops	P-4244	Railing Replacement - Diana Krall Plaza	115,000	-	115,000	In Progress	115,000
Parks and Recreation	Parks Ops	P-4244	Railing Replacement - Pioneer Plaza Ph2	152,500	5,114	147,386	In Progress	147,386
Parks and Recreation	Parks Ops	P-4254	Seabolt Stairs	38,580	3,701	34,879	In Progress	34,879
Parks and Recreation	Parks Ops	40316	Sugarloaf Mountain Rock Slope	64,720	57,125	7,595	Substantially Completed	7,595

Attachment B
2018 Budget Carryforwards Project Breakdown

Department	Area	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status ¹	Cfwd to 2019 ²
Parks and Recreation	Recreation	40198	OWCC: Room Divider	12,000	-	12,000	Delayed	12,000
Parks and Recreation	Recreation	P-4230	OWCC: Facility Amenities - Sound System	22,400	-	22,400	Delayed	22,400
Parks and Recreation	Recreation	40028	Beban Social Centre: Lights	20,360	-	20,360	In Progress	20,360
Parks and Recreation	Recreation	40106	Bowen Park Complex: Flooring	19,290	4,200	15,090	In progress	4,000
Parks and Recreation	Recreation	40279	Community Wellness	53,185	-	53,185	In Progress	11,305
Parks and Recreation	Recreation	40281	Bowen Park Complex: Interior	15,600	5,950	9,650	In progress	9,650
Parks and Recreation	Recreation	40292	OWCC: Lights	45,075	32,274	12,801	In Progress	12,801
Parks and Recreation	Recreation	P-4209	Beban SC: Facility Amenities - CCTV Cameras	14,000	-	14,000	In Progress	14,000
Parks and Recreation	Recreation	P-4239	Beban SC: HVAC	57,048	-	57,048	In Progress	57,048
Parks and Recreation	Recreation	40027	Beban Social Centre: HVAC	18,885	13,708	5,177	Substantially completed	4,400
Parks and Recreation	Recreation	40128	Beban Complex: Sustainability Initiatives	15,188	3,738	11,450	Substantially Completed	11,450
Total Parks and Recreation				4,832,525	1,986,352	2,846,173		2,777,323
Public Safety	Nanaimo Fire Rescue	30002	Fire Technology Program	95,960	45,746	50,214	In Progress	50,214
Public Safety	Nanaimo Fire Rescue	P-3435	Fire Station #1: Replacement	3,500,000	119,121	3,380,879	In Progress	3,380,879
Public Safety	Nanaimo Fire Rescue	30035	Fire Fleet: Refit	25,000	218	24,782	In Progress	24,782
Public Safety	Nanaimo Fire Rescue	30112	Fire Station #4: HVAC	5,276	-	5,276	Substantially completed	5,276
Public Safety	Parking	30094	Harbourfront Parkade: Elevator	45,000	-	45,000	Delayed	45,000
Public Safety	Parking	30117	Parking Strategy: Downtown	60,000	-	60,000	In Progress	60,000
Public Safety	Parking	30157	Parking Meter Damage	7,000	2,548	4,452	In Progress	4,452
Public Safety	Parking	P-2206	Bastion St Pkde: Post Tension Beam Replacement	242,000	10,316	231,684	In Progress	231,684
Public Safety	Parking	P-2207	Harbourfront Parkade: Membrane Renewal	150,000	3,757	146,243	In Progress	146,243
Public Safety	Police Svcs	30061	Police Operations Building: Mechanical	39,600	-	39,600	Delayed	39,600
Public Safety	Police Svcs	30058	Police Operations Building: Flooring	50,534	23,184	27,350	In Progress	27,350
Total Public Safety				4,220,370	204,890	4,015,480		4,015,480
Total All				71,642,140	22,985,592	48,656,548		44,767,025

¹ Internal order budgets may consist of multiple projects some of which were completed at year-end
² May exceed remaining budget due to budget transferred from completed or cancelled projects or additional private contributions received

DATE OF MEETING | March 20, 2019 |

AUTHORED BY | BARBARA WARDILL, MANAGER, REVENUE SERVICES |

**SUBJECT NANAIMO VOLUNTEER & INFORMATION CENTRE SOCIETY
OTHER GRANT FUNDING REQUEST**

OVERVIEW

Purpose of Report

To obtain Council approval regarding the Nanaimo Volunteer & Information Society Other Grant funding request. |

Recommendation

That the Finance and Audit Committee recommend that Council award an Other Grant to the Nanaimo Volunteer & Information Centre Society (OG-01) in the amount of \$1,551.46 to cover the cost of the rental of Beban Park Auditorium on 2019-APR-11 for their 2019 Volunteer Appreciation Luncheon.

BACKGROUND

Typically this application would be reviewed by the Grants Advisory Committee and then brought forward to Council with the Committee's recommendation. As this Committee has been put on hold, this grant application has been brought directly to Council for consideration.

The Nanaimo Volunteer & Information Centre Society (the Society) is requesting an "in-kind" grant of \$1,551.46 for the rental of Beban Park Auditorium for the Society's 2019 Annual Volunteer Luncheon which is to be held on 2019-APR-11.

This has been an annual request from the Society which Council has supported for the past several years. At the 2016-FEB-22 Committee of the Whole Meeting, Council approved annual funding in advance through the balance of their Council term. This ended in 2018, and therefore a new application is needed. The application was reviewed and meets the requirements for an "Other Grant" as set out in the Grants Policy and Guidelines, adopted by Council in August 2011. Attachment A includes the relevant sections; please see page 4 of the Grants Policy and Guidelines.

OPTIONS

1. That the Finance and Audit Committee recommend that Council award an Other Grant to the Nanaimo Volunteer & Information Society (OG-01) in the amount of \$1,551.46 to cover the cost of the rental of Beban Park Auditorium on 2019-APR-11 for their 2019 Volunteer Appreciation Luncheon.
 - **Budget Implication:** The 2019 budget for Other Grants is \$7,000 and the full balance is currently available.
 - **Strategic Priorities Implication:** One of the Community values outlined in the 2016 – 2019 Strategic Plan is Social Equity: creating a sustainable community that reduces the effects of poverty overall, increases citizen safety and nurtures health and inclusivity;
2. Deny the grant application. |

SUMMARY POINTS

- Volunteer Nanaimo is requesting an “in-kind” grant of \$1,551.46 to cover the cost of facility rental for their annual Volunteer Appreciation Luncheon.
- Council has supported this request in the past.

ATTACHMENTS

- Attachment A: Grants Policy and Guidelines
- Attachment B: Grant Application |

Submitted by:

Barbara Wardill, CPA, CMA |
Manager, Revenue Services

Concurrence by:

Laura Mercer, CPA, CGA
Acting Director, Financial Services



CITY OF NANAIMO

COUNCIL POLICY MANUAL

Pages: 1 of 9
Approval Date: 2011-AUG-29

SECTION: FINANCIAL ADMINISTRATION SUBJECT: Grants Policy and Guidelines

GRANTS POLICY AND GUIDELINES INDEX

SECTION	SUBJECT	PAGE NO.
1.	Composition and Term of the Grants Advisory Committee	2
2.	Terms of Reference of the Grants Advisory Committee	2
3.	Categories of Grant Funding	3
4.	Yearly Allocation for Grant Funding	3
5.	Coordination of Grants-in-Aid Procedures with the Regional District of Nanaimo	3
6.	Guidelines for Making Grant Recommendations by Category: (Includes Statement of Purpose; Criteria for Awarding Grants; Kind of Funding)	3
	(a) Security Checks	3
	(b) Other Grants	4
	(c) Permissive Tax Exemptions	5
7.	Permissive Tax Exemptions	5
8.	Guidelines for making recommendations on Permissive Tax Exemptions by Category	6
	(a) Churches	6
	(b) Public Hospitals	6
	(c) Senior Citizens' Housing Facilities	7
	(d) Community Care Facilities	7
	(e) Private Schools	7
	(f) Recreation	8
	(g) Other	8
9.	Appeals	8

GRANTS POLICY AND GUIDELINES

1. COMPOSITION AND TERM

The Grants Advisory Committee shall be appointed by Council and shall be comprised of:

- ❑ 2 members recommended by the Parks, Recreation and Culture Commission, one from the Cultural Committee, and one from the Recreation Committee
- ❑ 1 member recommended by the United Way
- ❑ 1 Council member as appointed by Council and that member will serve as Chair of the Committee
- ❑ 1 member recommended by the Nanaimo Alcohol and Drug Action Committee
- ❑ 1 member recommended by the Social Planning Advisory Committee
- ❑ 2 members of the general public appointed by Council
- ❑ 1 non-voting Staff liaison recommended by the City Manager

The bodies recommending appointees shall be requested to ensure that the recommended representatives provide a good balance of knowledge in their respective areas of service, and to ensure the commitment and attendance of their recommended representatives.

The maximum term for any member shall be three years.

2. TERMS OF REFERENCE

The Terms of Reference of the Grants Advisory Committee shall be:

- (a) to advise Council on the amount of financial assistance which the municipality should grant to applicants, including permissive taxation exemptions. Recommendations shall be made in accordance with the guidelines and criteria defined in this Policy;
- (b) to recommend policies to Council with regard to non-statutory tax exemption (Permissive Tax Exemptions under Sections 224 and 227 of the *Community Charter*);
- (c) to make recommendations on requests for the subsidized use of civic facilities and resources as if they were requests for financial assistance ("in-kind" grants);
- (d) to maintain the confidentiality of all matters reviewed by the Committee;
- (e) to provide all applicants with observations, recommendations and/or reasons for the recommendations of the Committee;
- (f) to ensure that civic grant funding does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- (g) to ensure that priority of funding in all categories shall be given to small organizations, rather than larger ones;
- (h) to ensure that grants from the City will be awarded on the basis of demonstrated need for the service within the community.

- (i) to consider appeals by organizations who do not agree with grant recommendations made by City committees. Appeals are limited to a review of the process and are not intended to be a review of the Committee's judgment.

3. CATEGORIES OF GRANT FUNDING

Grant funding will be divided into the following categories:

- ☐ Security Checks
- ☐ Other Grants
- ☐ Permissive Tax Exemptions (Cash Grants)
- ☐ Permissive Tax Exemptions

Recommendations on the amount of grant funding any applicant will be awarded from these categories shall be made in accordance with the guidelines that are outlined in this Policy.

4. YEARLY ALLOCATION FOR GRANT FUNDING

The amount of money available in each category shall be determined by Council during the Financial Plan process each year.

5. COORDINATION OF GRANTS-IN-AID PROCEDURES (with the Regional District of Nanaimo)

Funding: The amount raised from the Regional District levy on the City of Nanaimo shall be returned to the City each year on the condition that the funds are used as either basic or supplementary grants to those organizations which have a primary base of operations within the city, but also provide services which are of a benefit to residents outside the City.

6. GUIDELINES FOR MAKING GRANT RECOMMENDATIONS (by category)

(a) SECURITY CHECKS

Statement of Purpose: Security Check grants are awarded to organizations that must have security checks performed by the R.C.M.P. on their employees and/or volunteers and meet the criteria specified below.

Criteria for Awarding Grants:

- ☐ must be able to identify services provided to residents of Nanaimo
- ☐ nonprofit organization
- ☐ sound financial and administrative management
- ☐ demonstrated financial need
- ☐ \$500/year maximum award to any organization from this category (2012-JAN-09)
- ☐ eligible organizations can only apply for financial support from this category once a calendar year (applications reviewed in November)
- ☐ applications for this category must be received by October 31st
- ☐ must adhere to all City of Nanaimo bylaws and policies
- ☐ awards from this category are exclusive of awards from the other categories

Kind of Funding:

- ☐ Security Check Fee Reimbursement

(b) OTHER GRANTS

Statement of Purpose: Applications that don't fit into any categories of any of the granting committees are to be referred to the Grants Advisory Committee for review and recommendation. If the scope of the grant request exceeds the committee's budget, the Grants Advisory Committee can make a recommendation subject to the grant being funded from Council contingency.

Criteria for Awarding Grants:

- ☐ large number of volunteers;
- ☐ registered non-profit society;
- ☐ sound financial and administrative management;
- ☐ financial need;
- ☐ accessible to a large portion of the community;
- ☐ must have a broad base of support;
- ☐ must have another source of financial support;
- ☐ must be local in focus and must adhere to all City of Nanaimo's bylaws and policies;
- ☐ cash grants will not be provided if the organization receives a Permissive Tax Exemption, or where the facility is provided by the City of Nanaimo free of charge or at a substantially reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

Kind of Funding:

- ☐ educational funding;
- ☐ emergency funding;
- ☐ capital grants on a matching basis up to a maximum of \$5,000;
- ☐ in-kind funding for facility rental.

(c) PERMISSIVE TAX EXEMPTIONS (Cash Grants)

Statement of Purpose: An organization may only be added to the Permissive Tax Exemption roll for the following year. In some unusual cases it may be appropriate to give an organization a cash grant during the current year.

Criteria for Awarding Grants:

- the property must be recommended for a Permissive Tax Exemption in the following year; and
 - (1) the property qualifies for Permissive Tax Exemption as a Church, Public Hospital, Community Care Facility, or Private School; or
 - (2) the organization can demonstrate an extraordinary financial need;
 - (3) must adhere to all City of Nanaimo's bylaws and policies.

Application Deadline: Will be considered at the time of application for Permissive Tax Exemption.

7. PERMISSIVE TAX EXEMPTIONS

Section 220 of the *Community Charter* identifies certain properties which are exempt from taxation. This section includes property owned and occupied by Her Majesty, the municipality, School Boards, hospitals and churches. As Section 220 exemptions are specifically provided for, Council's discretion is restricted, except in determining the extent of the exemption in certain cases.

Sections 224, 225, 226 of the *Community Charter* identify situations in which Council may exercise discretion in granting full or partial exemptions from taxation. These exemptions must be adopted by bylaw, by the 31st of October of the year preceding exemption.

All buildings and properties that receive a permissive tax exemption must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category. A report to Council with recommendations for their endorsement is done after each review. The Grants Advisory Committee may also review specific organizations annually for various reasons determined by the committee.

In making recommendations to Council, the Grants Advisory Committee should ensure that:

- (a) the goals, policies, and general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support;
- (b) exemptions are not given to services that are otherwise provided on a private, for profit basis, this would provide an unfair competitive advantage;
- (c) the services provided by the organizations should be an extension of municipal services and programs and must fall under the responsibility of local government, senior government program costs must not be transferred to property taxpayers, as this would represent a downloading of senior government costs to local taxpayers;

- (d) the taxation burden resulting from the exemption must be a justifiable expense to the taxpayers of the municipality, the sources of municipal revenue are limited and requests for exemption must be considered in concert with the other needs of the municipality;
- (e) the services provided by the organizations should provide benefits and be accessible to the residents of the City of Nanaimo, and, in an appropriate age range, the organization's regulations must allow all Nanaimo residents to participate at a reasonable fee.
- (f) the organization is adhering to all City of Nanaimo's bylaws and policies.

In order to more clearly specify criteria, Permissive Tax Exemptions will be divided into the following categories:

- ☐ Churches
- ☐ Public Hospital
- ☐ Senior Citizens' Housing Facilities
- ☐ Community Care Facilities
- ☐ Private Schools
- ☐ Recreation
- ☐ Other
 - ☐ Community Services
 - ☐ Community Associations
 - ☐ Arts and Cultural Organizations
 - ☐ Other Permissive Exemptions

8. GUIDELINES FOR MAKING RECOMMENDATIONS ON PERMISSIVE TAX EXEMPTION BY CATEGORY

(a) CHURCHES

General: The buildings set apart for public worship and the land upon which they stand are exempt from taxation under Section 220(1)(h) of the *Community Charter*. Church halls and such lands as Council considers necessary to support the statutory exemption may be considered as an extension of the exemption under Section 224(2)(f).

Policy: The maximum area of land to be exempted from taxation shall be 2 acres of the land upon which the buildings for public worship stand plus the footprint of the building(s) used for public worship (Revised 1986-AUG-25). This exempted area will not exceed the land area of the legal parcel(s) upon which these buildings stand. Church properties which are currently on the PTE roll and do not conform are to be removed.

Buildings for public worship shall be those established by the Area Assessor and will not include a church manse.

(b) PUBLIC HOSPITALS

General: Buildings set apart and used as a hospital under the *Hospital Act*, except a private hospital under that *Act*, and the land upon which they stand are exempt from taxation under Sections 220(1)(j) and 220(1)(k) of the *Community Charter*. Council may, by bylaw, under Section 224(2)(h) of the *Community*

Charter, exempt any area of land surrounding the exempted building under Sections 220(1)(j) and 220(1)(k).

Policy: Where a building has been identified as a hospital under the *Hospital Act* (except a private hospital) by the Area Assessor, Council will exempt the legal parcel(s) upon which the hospital building stands and any adjoining parcel that Council finds to be necessary to the operation of the hospital.

(c) SENIOR CITIZENS' HOUSING FACILITIES

General: Section 220(1)(i) of the *Community Charter* exempts from taxation a building that was constructed or reconstructed with the assistance of aid granted by the Province after 1947-JAN-01, but before 1974-APR-01, and that is owned and used exclusively without profit by a corporation to provide homes for elderly citizens, together with the land on which the building stands. It also allows Council, by bylaw, under Section 224(2)(h) of the *Community Charter* to exempt, by bylaw, any area of land surrounding the exempted building. Section 224(2)(k) of the *Community Charter* allows Council to exempt from taxation land or improvements for which a grant has been made, after 1974-MAR-31, under the Housing Construction (Elderly Citizens) Act before its repeal in 1996.

Policy: Where a building has been identified as meeting the above criteria by the Area Assessor, Council will exempt the legal parcel(s) upon which the building stands. As it is impossible for any new building to meet this criteria, this section will apply to only seven existing properties: The Mt. Benson Sr. Citizens' Housing Society (tax folios 81301.000; 81312.000; 81315.000; 84328.000), and George R. Pearkes Sr. Citizens Housing Society (tax folios 16006.051; 16006.252; 16006.275).

(d) COMMUNITY CARE FACILITIES

General: Section 224(2)(j) of the *Community Charter*, allows Council to exempt from taxation land and improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act*.

Policy: Council will exempt property that meets the above criteria and is owned or held and operated by a registered non-profit society.

(e) PRIVATE SCHOOLS

General: Section 220(1)(l) of the *Community Charter*, with certain restrictions, exempts private schools from taxation. It also allows Council, by bylaw, under Section 224(2)(h) of the *Community Charter* to exempt from taxation any area of land surrounding the exempted building.

Policy: Where a building has been identified as meeting the above criteria by the Area Assessor, Council will exempt the legal parcel(s) upon which the building stands and any adjoining parcel that Council finds to be necessary to the operation of the school. The permissively exempt property must be accessible to the general public as identified in 7 (e) above.

(f) RECREATION

General: Section 224(2)(i) of the *Community Charter* permits Council, by bylaw, to exempt from taxation, certain organizations using property as a public park or recreation ground, or for public athletic or recreational purposes.

Policy: Permissive Tax Exemptions will be given to organizations that own property that is maintained and used for public park or recreation purposes if they:

- (1) provide full financial and operating information as requested by the Grants Advisory Committee;
- (2) meet the conditions of Section 224 of the *Community Charter*;
- (3) meet the general guidelines outlined in 7(a) to 7(f) of this Policy;
- (4) are registered non-profit societies.

(g) OTHER

General: Section 224(2)(a) *Community Charter* permits Council, by bylaw, to exempt from taxation, land or improvements that are owned or held by a charitable, philanthropic, or other not for profit organization that are used for a purpose that is directly related to the purposes of the organization.

- Community Service Organizations

This has been historically interpreted to include organizations that provide service to the community such as social service agencies.

- Community Associations

This can include community associations that provide a place for local communities to meet, engage in activities that enhance the local community, or hold land that is available for community use.

- Arts & Cultural Organizations

This can include organizations that provide or promote arts and cultural activities.

- Other Permissive Exemptions

Policy: Permissive Tax Exemptions may be given to organizations that:

- (1) provide full financial and operating information as requested by the Grants Advisory Committee;
- (2) meet the conditions of Section 224 of the *Community Charter*; and,
- (3) are registered non-profit societies.

9. APPEALS

Statement of Purpose The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original advisory committee had all the correct information and used the appropriate criteria to make their recommendation. The Grants Advisory Committee will not revisit the actual decision, i.e. whether the correct amount was granted.

Criteria for Allowing an Appeal:

- ☐ Was the advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- ☐ Did the committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation & Culture Commission), thereby giving the applicant time to respond?
- ☐ Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- ☐ Did the advisory committee have all the information and the appropriate criteria to make its recommendation?
- ☐ Did the advisory committee determine the application should be reconsidered based on this new/different information?

G:\ADMINISTRATION\Committees\Grants Advisory Committee\Policy\Current Grants Policy & Information\GrantsPolicyAndGuidelines.docx

Previous Revision/s: 2002-FEB-25, 2000-MAY-08, 2000-FEB-02, 2000-JAN-13, 1998-OCT-19, 1998-JUN-29, 1998-JUN-15, 1998-APR-17, 1997-JUN-16, 1997-APR-28, 1996-DEC-11, 1995-OCT-16, 1994-DEC-05, 1994-FEB-14, 1993-FEB-15, 1993-FEB-08, 1991-OCT-28, 1991-MAY-27, 1991-MAR-18, 1991-FEB-18, 1990-OCT-22, 1990-OCT-22, 1989-APR-06, 1986-AUG-25, 1986-JUL-28, 1985-MAY-09, 1985-JAN-21, 1985-JAN-21, 1984-JUN-18, 1984-FEB-13, 1982-JUN-28

ATTACHMENT B



February 20, 2019

Sarah Peabody, Manager of Revenue Services
411 Dunsmuir St.
Nanaimo, BC
V9R 0E4

Dear Sarah

Thanks for your assistance and understanding yesterday.

I have assembled all the paperwork required, as discuss, and enclose herein.
Look forward to hearing from you soon,

Yours truly

A handwritten signature in black ink that reads "Rita Innamorati". The signature is written in a cursive style with a large, stylized "R" and "I".

Rita Innamorati

Volunteer Nanaimo

Telephone 250-758-7121 Email: vnaimo@gmail.com



APPLICATION FOR OTHER GRANTS

REQUIRED INFORMATION, CRITERIA AND KIND OF FUNDING

The following must be attached to this application for consideration of the Grants Advisory Committee:

1. Copy of most recent Society Act Annual Report (Form 11)
2. Most recent Audited Financial Statement (or year-end financial statements)
3. Year-to-date Financial Statements (including both Balance Sheet and Income Statement)
4. A budget for this fiscal year as well as the next fiscal year
5. List of Directors

Criteria for Awarding Other Grants:

1. large number of volunteers
2. registered nonprofit society
3. sound financial and administrative management
4. demonstrated financial need
5. accessible to a large portion of the community
6. broad base of support
7. other source of financial support
8. must be local in focus and comply with City of Nanaimo bylaws and policies
9. cash grants not provided if organization receives a PTE or where the facility is provided by the City free of charge or reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

Kind of Funding Provided for Other Grants:

1. educational funding
2. emergency funding
3. capital grants on a matching basis up to a maximum of \$5,000
4. in-kind funding for facility rental

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?

Our mission: we commit to enhance the quality of life in our community by increasing the impact of volunteerism

2. Describe the work your organization does in this community.

Promotion of volunteerism + raise awareness of the power of service

Deliver current resource information, as well as services to community (tapes, Christmas program, tech services, youth program)

3. What other agencies provide similar services?

Salvation Army

4. How is your organization different than those organizations providing similar services in question 3. above?

We offer more extensive and personalized services than other non-profits

5. Describe who your clients are.

Marginalized, challenged, low income + senior citizens

6. Where do your clients live?

Nanaimo and limited outlying (Oceanside to Ladysmith)

CITY OF NANAIMO GRANT QUESTIONNAIRE

7. Describe the needs of your clients.

Varied depending on program or services

8. What are your organization's specific priorities for the coming year?

To continue to promote volunteerism & the services already in place

9. How does your organization ensure that its services address continuing and emerging community needs?

Basically we listen to the people we deal with, respond to calls for assistance

10. Describe your organization's community support.

We are fortunate to have corporate support in different areas of our services

11. Describe the role of volunteers in your organization.

Our organization is run primarily by volunteers. 95% of the work, keeping the doors open, is by an extraordinary team. Our E.O. is our only part-time employee.

12. What are your organization's problems and how are they being addressed?

Funding continues to be our ongoing obstacle. Seeking out new grant opportunities as well as strategies for fundraising and possible social enterprise.

CITY OF NANAIMO GRANT QUESTIONNAIRE

13. Provide details of fees for service in your organization, and how costs and fees are determined.

Membership fees : \$60 non profit organization \$10 individual. We do not have any fees for services. Any money received from clients is by donation.

14. If your organization is a branch of a larger organization, indicate how this affects the financial and other information you have provided.

N/A

15. Provide details of any funds that are controlled by your organization that are not part of your operating income. Also provide details of any capital, special purpose bequests, endowments or reserve funds.

We have set aside some designated funding for future premises.

16. Describe your policy and treatment of year-end surpluses or deficits.

This has not been an issue in my 13 years with Volunteer Opinions.

17. Detail current and/or planned revenue-generating activities of your organization.

Seucka Truck fundraiser (5th annual) to be held on Father's Day.

CITY OF NANAIMO GRANT QUESTIONNAIRE

18. List grants applied for/received from other governments or service clubs.

BC Gaming
Summer Employment Grant
New Horizons

19. Name other organizations or individuals who can endorse your organization. Provide names and telephone numbers.

Name: Marilyn Sullivan, Autism Society Telephone No.: _____

Name: Melanie Morton Foster Parent Telephone No.: _____

Name: Bernadette French Community School Coordinator Telephone No.: _____

20. Identify previous grants from the City of Nanaimo and other agencies and describe how your organization ensured funding went towards the program identified.

The City of Nanaimo has provided a grant annually to cover the cost of our venue (Beban Social Centre) for our Appreciation Luncheon. The previous council approved it for the years of their installation without the need to reapply.

21. What do you plan to use the City grant for this year?

Cover the cost of our venue for our 24th Annual Volunteer Appreciation Luncheon.

22. What will the effect be if you do not receive a Grant from the City of Nanaimo?

Financial hardships that the event may not be held as we have up to 400 attendees.

If you have any questions, call Diane Hiscock at 250-755-4413



CITY OF NANAIMO
APPLICATION FOR GRANT
OTHER GRANTS

Office Use

ORGANIZATION: <u>NANAIMO VOLUNTEER</u> <u>* INFORMATION CENTRE SOCIETY</u>		DATE: <u>Feb 11, 2019</u>
ADDRESS: <u>E-3148 Barons Rd</u> <u>Nanaimo, BC V9T 4B5</u>		PRESIDENT: <u>Omar Karim</u>
TELEPHONE: <u>250-758-7121</u>		SENIOR STAFF MEMBER: <u>Marjorie Driscoll, E.D.</u>
FAX: <u>250-758-7106</u>		POSITION: <u>EXECUTIVE DIRECTOR</u>
EMAIL: <u>vn@volunteer-nanaimo.ca</u>		CONTACT: <u>250-240-5704</u>
TELEPHONE:		
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:		
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: <u>Nanaimo area (Oceanside to Ladysmith)</u>		
NO. OF FULL TIME STAFF: <u>0</u>	NO. OF PART TIME STAFF: <u>1</u>	
NO. OF COMMUNITY VOLUNTEERS: <u>30 ±</u>	NO. OF VOLUNTEER HOURS PER YEAR:	
NO. OF MEMBERS: <u>90</u>	MEMBERSHIP FEE: <u>\$60 organization, \$10 individual</u>	
CLIENTS SERVED, LAST YEAR: <u>4000+</u>	CLIENTS SERVED, THIS YEAR (PROJECTED): <u>4000+</u>	
B.C. SOCIETY ACT REG. NO.: <u>50015055</u>	REVENUE CANADA CHARITABLE REG. NO.: <u>11905 0862 RR 0001</u>	
CURRENT BUDGET: <u>attached</u>	DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH?	
INCOME		
EXPENSES:	DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH?	
NEXT YEAR PROJECTED:		
INCOME:	TOTAL GRANT REQUESTED: <u>\$155146</u>	
EXPENSES:		
SIGNATURE: <u>Rita Innamorati</u>	TITLE/POSITION: <u>administration</u>	DATE: <u>Feb 12/19</u>

NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS, CURRENT FINANCIAL STATEMENTS AND BALANCE SHEET AND INCOME STATEMENT MUST BE ATTACHED TO THE APPLICATION FORM (SEE COMPLETE LIST OF REQUIRED ATTACHMENTS ON BACK OF THIS FORM).

	A	B	C	D	E	F	G	H	I	J	K
1	Nanaimo Volunteer and Information Centre Society										
2	Budget 2017-2019										
3	Fiscal Year: April 1 - March 31		2016-2017			2017-2018			2018-2019		
4	REVENUE		Actual	YN	VN	Budget	YN	VN	Budget	YN	VN
5	Grants and Contributions		\$ 6,736.00	\$ 6,000.00	\$ 736.00	\$ 36,500.00	\$ 7,000.00	\$ 29,500.00	\$ 40,250.00	\$ 7,000.00	\$ 33,250.00
6	Community Gaming Grant		\$ 32,500.00	\$ 1,500.00	\$ 31,000.00	\$ 60,000.00	\$ 15,000.00	\$ 45,000.00	\$ 60,000.00	\$ 15,000.00	\$ 45,000.00
7	Dental Program		\$ 1,880.00		\$ 1,880.00	\$ -	\$ -	\$ -	\$ -		\$ -
8	Events Income		\$ 9,791.00	\$ 3,000.00	\$ 6,791.00	\$ 17,000.00	\$ 5,000.00	\$ 12,000.00	\$ 23,700.00	\$ 5,000.00	\$ 18,700.00
9	Volunteer Luncheon		\$ 3,223.00		\$ 223.00	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,950.00		\$ 4,950.00
10	Membership Fees and Other		\$ 5,042.00		\$ 5,042.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 13,000.00		\$ 13,000.00
11	Sub-Total Revenue		\$ 59,172.00	\$ 10,500.00	\$ 48,672.00	\$ 128,000.00	\$ 27,000.00	\$ 101,000.00	\$ 141,900.00	\$ 27,000.00	\$ 114,900.00
12	In-Kind Contribution		\$ 219,600.00	\$ 22,000.00	\$ 197,600.00	\$ 230,580.00	\$ 25,000.00	\$ 205,580.00	\$ 242,109.00	\$ 25,000.00	\$ 217,109.00
13	TOTAL REVENUE		\$ 278,772.00	\$ 32,500.00	\$ 246,272.00	\$ 358,580.00	\$ 52,000.00	\$ 306,580.00	\$ 384,009.00	\$ 52,000.00	\$ 332,009.00
14											
15	EXPENSE										
16	Advertising		\$ 1,189.00	\$ 600.00	\$ 589.00	\$ 3,500.00	\$ 1,000.00	\$ 2,500.00	\$ 5,000.00	\$ 1,000.00	\$ 4,000.00
17	Amortization		\$ 1,425.00		\$ 1,425.00	\$ 1,500.00		\$ 1,500.00	\$ 1,650.00		\$ 1,650.00
18	Bank fees/ charges		\$ 1.00		\$ 1.00	\$ 300.00	\$ 100.00	\$ 200.00	\$ 330.00	\$ 100.00	\$ 230.00
19	Books, Memberships and Supplies		\$ -		\$ -	\$ 1,000.00	\$ 400.00	\$ 600.00	\$ 1,500.00	\$ 400.00	\$ 1,100.00
20	Consultant		\$ 3,220.00	\$ 450.00	\$ 2,770.00	\$ 10,000.00	\$ 2,500.00	\$ 7,500.00	\$ 12,570.00	\$ 2,500.00	\$ 10,070.00
21	Fund Raising/Event Expenses		\$ 8,341.00	\$ 289.00	\$ 8,052.00	\$ 11,000.00	\$ 1,000.00	\$ 10,000.00	\$ 13,200.00	\$ 1,000.00	\$ 12,200.00
22	Board Expenses		\$ 911.00		\$ 911.00	\$ 1,500.00	\$ 500.00	\$ 1,000.00	\$ 2,000.00	\$ 500.00	\$ 1,500.00
23	Insurance		\$ 2,556.00	\$ 120.00	\$ 2,436.00	\$ 4,000.00	\$ 1,050.00	\$ 2,950.00	\$ 4,850.00	\$ 1,050.00	\$ 3,800.00
24	Office Supplies		\$ 6,330.00	\$ 209.00	\$ 6,121.00	\$ 9,500.00	\$ 1,000.00	\$ 8,500.00	\$ 10,450.00	\$ 1,000.00	\$ 9,450.00
25	Professional Fees		\$ 1,200.00		\$ 1,200.00	\$ 5,700.00	\$ 2,150.00	\$ 3,550.00	\$ 6,100.00	\$ 2,150.00	\$ 3,950.00
26	Rent and Utilities		\$ 13,735.00	\$ 475.00	\$ 13,260.00	\$ 18,500.00	\$ 2,400.00	\$ 16,100.00	\$ 16,500.00	\$ 2,400.00	\$ 14,100.00
27	Repairs and Maintenance		\$ 2,007.00		\$ 2,007.00	\$ 7,500.00		\$ 7,500.00	\$ 9,450.00		\$ 9,450.00
28	Telephone/Internet provider		\$ 2,230.00		\$ 2,230.00	\$ 4,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,300.00	\$ 1,000.00	\$ 2,300.00
29	Wages and Employee Benefits		\$ 17,261.00	\$ 8,500.00	\$ 8,761.00	\$ 40,000.00	\$ 13,500.00	\$ 26,500.00	\$ 44,000.00	\$ 13,500.00	\$ 30,500.00
30	Volunteer Appreciation		\$ 5,125.00	\$ 275.00	\$ 4,850.00	\$ 10,000.00	\$ 400.00	\$ 9,600.00	\$ 11,000.00	\$ 400.00	\$ 10,600.00
31	Sub-Total Expenses		\$ 65,531.00	\$ 10,918.00	\$ 54,613.00	\$ 128,000.00	\$ 27,000.00	\$ 101,000.00	\$ 141,900.00	\$ 27,000.00	\$ 114,900.00
32	In-Kind Contribution		\$ 219,600.00	\$ 22,000.00	\$ 197,600.00	\$ 230,580.00	\$ 25,000.00	\$ 205,580.00	\$ 242,109.00	\$ 25,000.00	\$ 217,109.00
33	TOTAL EXPENSE		\$ 285,131.00	\$ 32,918.00	\$ 252,213.00	\$ 358,580.00	\$ 52,000.00	\$ 306,580.00	\$ 384,009.00	\$ 52,000.00	\$ 332,009.00
34											
35	NET INCOME		-\$ 6,359.00	-\$ 418.00	-\$ 5,941.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36											
37	Generated On: 10/27/2017										
38											
39											
40											
41											
42											
43											
44											
45											
46											
47											
48											
49											
50											
51											
52											
53											

Volunteer Placement and Orientation

Volunteer Nanaimo is the first point of entry for individuals wanting to connect with their community through volunteer roles.

Volunteer Nanaimo provides:

- Information about volunteer opportunities via the V.N. web site, facebook, twitter, weekly newspaper ads, and email.
- Presentations to businesses that are interested in developing an employee volunteer program.
- Presentations to agencies working with the unemployed.

Community Volunteer Income Tax Service

Volunteers provide tax services for low income individuals and seniors. The program has completed over **2540 returns** at no cost, for the tax year 2017. They have saved each client a minimum of **\$85.00** in the cost of tax preparation. In addition clients receive a minimum of \$300 for GST rebates plus \$75 refund credit, as well as Universal Childcare Tax Benefit for families, and Guaranteed Income Supplement for Seniors, which brought over **\$1,000,000.00 in buying power** to the Nanaimo economy.

Watchdog Technology Services

Volunteer technicians work with low income seniors, the staff or volunteers of non-profit organizations, to service their computer systems and build their capacity to manage technology. Computer equipment donated to Volunteer Nanaimo is updated and/or repaired. The refurbished equipment is redistributed to seniors and marginalized individuals in need of a computer.

Seniors On-Line

This service pairs seniors with senior volunteers to help with email, online access, computer, tablet or smart phone use. We have two regular volunteers available and there is no minimum or maximum time spent with the client, though generally three visits are sufficient. This has been very helpful to reduce isolation and help seniors stay connected with family and friends. The seniors also become more effective at using the many Internet resources, from government forms to social and healthcare resources.

Christmas Angels

Volunteer Nanaimo hosts a Christmas Angel service for the less fortunate of the community, by matching families, vulnerable teens and seniors with volunteer “angels” who assist in making their Christmas a happier one. Volunteer angels consist of individuals, families, and corporate sponsors. The recipients are vetted and referred by local social service agencies. For Christmas of 2018 Volunteer Nanaimo served over 380 households.

Volunteer Fair

Each year Volunteer Nanaimo sponsors a Volunteer Fair in a local mall. Representatives from up to 30 organizations set up tables and supply the visiting community members with information about volunteer opportunities available. The organizations also benefit from community exposure. This fair is a Volunteer Nanaimo initiative to share opportunities and the importance of volunteerism in our community.

Volunteer Appreciation Luncheon

Each year during National Volunteer Week Volunteer Nanaimo sponsors a luncheon for 400 community volunteers. This event is organized by volunteers, prepared by a volunteer chef with volunteer helpers, and served by up to 60 volunteer youths from local high schools. It is a huge commitment by our volunteers to ensure that Nanaimo area volunteers feel appreciated by their community.

COMMUNITY BENEFIT:

Volunteer Nanaimo strengthens and improves the community by:

- ***Connecting people with opportunities to serve.*** There are many volunteer opportunities for every person and the role of Volunteer Nanaimo is to “*ask for participation*” and “*help with suitable referrals*”. Volunteers are interviewed to determine their skills and are referred to organizations. Their skills and interests are recorded for future projects and special events, with their permission. Individuals are matched to volunteer opportunities, targeting programs for special populations wanting to volunteer (e.g. corporate volunteers, New Canadians, people with disabilities, youth). Throughout the year Volunteer Nanaimo interacts directly with over 2,000 prospective volunteers.
- ***Celebrating Volunteerism.*** 400 volunteers are honoured for their volunteer contributions at our annual Volunteer Appreciation Luncheon. This high profile event is attended by dignitaries and community leaders which reinforces the positive impact of volunteers on the city of Nanaimo. Many non-profits use this event to recognize the efforts of those who volunteer for their organizations.
- ***Promoting Volunteerism.*** Volunteer Nanaimo promotes volunteerism by the annual Volunteer Fair. This event connects individuals with 30 organizations seeking volunteers. Additionally, volunteer ads are placed in Facebook, local newspaper, and uploaded to our website.

- ***Facilitating Partnerships to Meet the Rising Demands of Community Needs.*** Volunteer Nanaimo challenges the voluntary sector to meet the rising demands of community service needs. Each year we facilitate a Christmas Angel service to the less fortunate of the community by matching families, vulnerable teens and seniors with volunteer “angels” who assist in making their Christmas a happier one. In 2016 we facilitated the gifting of over 350 families. These “angels” represent a segment of the community who are not necessarily available for other volunteer activities.
- ***Connecting People With Local Community Benefit Experiences.*** Throughout the year we connect with over 2500 individuals for their tax preparation and filing. This is done through a team of over a dozen volunteers and is responsible for bringing an estimated \$1,000,000 into the community.
- ***Introducing volunteerism to youth, new Canadians, and isolated individuals.*** Our Watchdog service last year donated over 40 refurbished computers to seniors, youth, and immigrants. We provided repair service on the average of one computer per day, and our Seniors On-Line mentoring service instructed over 20 individuals in using technology last year.

ACCESSIBILITY:

Volunteer Nanaimo provides services to all citizens. Our services are accessible to people of all ages, ability, ethnicity, gender, religion, income or sexual orientation. We have trained and encouraged organizations to embrace people with mobility or mental health issues, to access youth groups and to work with people in isolation (cultural, gender based, ethnicity, etc.). In addition Volunteer Nanaimo encourages and supports people who receive services to give back through service.

The Volunteer Nanaimo Resource Centre is physically accessible to the larger community from our location in central Nanaimo. The office is positioned behind a busy shopping centre close to north and south bus routes. The work hours of the office are from 9:00am to 3:00pm. (Mon-Thurs.) The physical layout of our office is mobility and wheelchair accessible. Our volunteer receptionists are the first point of entry for office visitors, email and phone contact, and they handle the needs of visitors in an efficient and timely manner. Volunteer Nanaimo offers a meeting room for community use from 8:30 am to 11:00 pm.

Youth Network is administered by a Project Coordinator who is enrolled in post-secondary education. The Program Coordinator recruits through the school system by giving classroom presentations and at local malls. Youth are interviewed with their parents to ensure both understand the program services and expectations. The youth complete an application form that must be signed by a parent. The Program Coordinator recruits Team Leaders, 19 years and up, who facilitate, encourage and support youth while they work with them on volunteer projects. Five Team Leaders helped 58 youth to better understand the meaning and the significance of helping in the community.

The goal of the program is twofold: to give youth a meaningful volunteer experience and to help the non-profit sector see the value of having youth involved with their organization and how best to engage them in volunteering. The program is a model for youth engagement. The program has two components, a summer program from June to August and a school program from September to May. Youth choose what projects they want to participate in by signing up from the generated list of projects. During the summer program the Program Coordinator solicits volunteer projects from non-profit organizations. Projects are planned with learning objectives and skills development. The teams are supported on site by trained volunteer Team Leaders (university students and adults; minimum age 19.

The Project Coordinator and Team Leader ensure that youth are safe and prepared for their role. The Coordinator works with the agency being served and mentors agency staff to work with youth, promoting inclusion, respect and appreciation. The summer projects consist of the community annual special events (Loaves & Fishes, 7-10 Club, Bathtub Race, jazz festival, children festival, Heart and Stroke Big Bike, etc.) and projects developed by the youth. This year, 58 youth participated in the program and completed over 1100 volunteer hours of organization events (includes the hours of the five Team Leaders.)

During the school year, the Project Coordinator provides school and community presentations on youth volunteering and the benefits of volunteering. Youth are required to complete 25-40 volunteer hours by the end of their senior year. Volunteer opportunities posted on our website or sent out to our youth from Youth Network email list are vetted to compliment curriculum and student interest. Parents are encouraged to do their due diligence and follow up with the Volunteer Coordinator of the organizations requesting

volunteers. During school breaks, youth work on special projects in teams with a Team Leader through Volunteer Nanaimo: for example the Christmas Angels helping to pack and deliver baskets, our Volunteer Luncheon (we have over 50 high school students participate by helping with decorating, setting and serving the lunch to 400 plus guests) supporting our Touch a Truck event. Youth also participate in community special events during school breaks, which keeps them engaged in the volunteer experiences throughout the year.

	A	B	C	D	E	F	G	H	I	J	K
1	Nanaimo Volunteer and Information Centre Society										
2	Budget 2017-2019										
3	Fiscal Year: April 1 - March 31		2016-2017			2017-2018			2018-2019		
4	REVENUE		Actual	YN	VN	Budget	YN	VN	Budget	YN	VN
5	Grants and Contributions		\$ 6,736.00	\$ 6,000.00	\$ 736.00	\$ 36,500.00	\$ 7,000.00	\$ 29,500.00	\$ 40,250.00	\$ 7,000.00	\$ 33,250.00
6	Community Gaming Grant		\$ 32,500.00	\$ 1,500.00	\$ 31,000.00	\$ 60,000.00	\$ 15,000.00	\$ 45,000.00	\$ 60,000.00	\$ 15,000.00	\$ 45,000.00
7	Dental Program		\$ 1,880.00		\$ 1,880.00	\$ -	\$ -	\$ -	\$ -		\$ -
8	Events Income		\$ 9,791.00	\$ 3,000.00	\$ 6,791.00	\$ 17,000.00	\$ 5,000.00	\$ 12,000.00	\$ 23,700.00	\$ 5,000.00	\$ 18,700.00
9	Volunteer Luncheon		\$ 3,223.00		\$ 223.00	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,950.00		\$ 4,950.00
10	Membership Fees and Other		\$ 5,042.00		\$ 5,042.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 13,000.00		\$ 13,000.00
11	Sub-Total Revenue		\$ 59,172.00	\$ 10,500.00	\$ 48,672.00	\$ 128,000.00	\$ 27,000.00	\$ 101,000.00	\$ 141,900.00	\$ 27,000.00	\$ 114,900.00
12	In-Kind Contribution		\$ 219,600.00	\$ 22,000.00	\$ 197,600.00	\$ 230,580.00	\$ 25,000.00	\$ 205,580.00	\$ 242,109.00	\$ 25,000.00	\$ 217,109.00
13	TOTAL REVENUE		\$ 278,772.00	\$ 32,500.00	\$ 246,272.00	\$ 358,580.00	\$ 52,000.00	\$ 306,580.00	\$ 384,009.00	\$ 52,000.00	\$ 332,009.00
14											
15	EXPENSE										
16	Advertising		\$ 1,189.00	\$ 600.00	\$ 589.00	\$ 3,500.00	\$ 1,000.00	\$ 2,500.00	\$ 5,000.00	\$ 1,000.00	\$ 4,000.00
17	Amortization		\$ 1,425.00		\$ 1,425.00	\$ 1,500.00		\$ 1,500.00	\$ 1,650.00		\$ 1,650.00
18	Bank fees/ charges		\$ 1.00		\$ 1.00	\$ 300.00	\$ 100.00	\$ 200.00	\$ 330.00	\$ 100.00	\$ 230.00
19	Books, Memberships and Supplies		\$ -		\$ -	\$ 1,000.00	\$ 400.00	\$ 600.00	\$ 1,500.00	\$ 400.00	\$ 1,100.00
20	Consultant		\$ 3,220.00	\$ 450.00	\$ 2,770.00	\$ 10,000.00	\$ 2,500.00	\$ 7,500.00	\$ 12,570.00	\$ 2,500.00	\$ 10,070.00
21	Fund Raising/Event Expenses		\$ 8,341.00	\$ 289.00	\$ 8,052.00	\$ 11,000.00	\$ 1,000.00	\$ 10,000.00	\$ 13,200.00	\$ 1,000.00	\$ 12,200.00
22	Board Expenses		\$ 911.00		\$ 911.00	\$ 1,500.00	\$ 500.00	\$ 1,000.00	\$ 2,000.00	\$ 500.00	\$ 1,500.00
23	Insurance		\$ 2,556.00	\$ 120.00	\$ 2,436.00	\$ 4,000.00	\$ 1,050.00	\$ 2,950.00	\$ 4,850.00	\$ 1,050.00	\$ 3,800.00
24	Office Supplies		\$ 6,330.00	\$ 209.00	\$ 6,121.00	\$ 9,500.00	\$ 1,000.00	\$ 8,500.00	\$ 10,450.00	\$ 1,000.00	\$ 9,450.00
25	Professional Fees		\$ 1,200.00		\$ 1,200.00	\$ 5,700.00	\$ 2,150.00	\$ 3,550.00	\$ 6,100.00	\$ 2,150.00	\$ 3,950.00
26	Rent and Utilities		\$ 13,735.00	\$ 475.00	\$ 13,260.00	\$ 18,500.00	\$ 2,400.00	\$ 16,100.00	\$ 16,500.00	\$ 2,400.00	\$ 14,100.00
27	Repairs and Maintenance		\$ 2,007.00		\$ 2,007.00	\$ 7,500.00		\$ 7,500.00	\$ 9,450.00		\$ 9,450.00
28	Telephone/Internet provider		\$ 2,230.00		\$ 2,230.00	\$ 4,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,300.00	\$ 1,000.00	\$ 2,300.00
29	Wages and Employee Benefits		\$ 17,261.00	\$ 8,500.00	\$ 8,761.00	\$ 40,000.00	\$ 13,500.00	\$ 26,500.00	\$ 44,000.00	\$ 13,500.00	\$ 30,500.00
30	Volunteer Appreciation		\$ 5,125.00	\$ 275.00	\$ 4,850.00	\$ 10,000.00	\$ 400.00	\$ 9,600.00	\$ 11,000.00	\$ 400.00	\$ 10,600.00
31	Sub-Total Expenses		\$ 65,531.00	\$ 10,918.00	\$ 54,613.00	\$ 128,000.00	\$ 27,000.00	\$ 101,000.00	\$ 141,900.00	\$ 27,000.00	\$ 114,900.00
32	In-Kind Contribution		\$ 219,600.00	\$ 22,000.00	\$ 197,600.00	\$ 230,580.00	\$ 25,000.00	\$ 205,580.00	\$ 242,109.00	\$ 25,000.00	\$ 217,109.00
33	TOTAL EXPENSE		\$ 285,131.00	\$ 32,918.00	\$ 252,213.00	\$ 358,580.00	\$ 52,000.00	\$ 306,580.00	\$ 384,009.00	\$ 52,000.00	\$ 332,009.00
34											
35	NET INCOME		-\$ 6,359.00	-\$ 418.00	-\$ 5,941.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36											
37	Generated On: 10/27/2017										
38											
39											
40											
41											
42											
43											
44											
45											
46											
47											
48											
49											
50											
51											
52											
53											

Vice Chair
Sarah Pachkowsky

Chair
Omar Karim

SECRETARY
David Beer

Treasurer
Deryk Mortensen

Director
Taylor Farrell

DIRECTOR
Rita Innamorati

DIRECTOR (honorary Board Member)
Vi Windley

Executive Director
Marjorie Driscoll



2018 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY**

Incorporation Number: S0015055
Business Number: 11905 0862 BC0001
Filed Date and Time: July 4, 2018 05:31 PM Pacific Time
Annual General Meeting (AGM) Date: June 21, 2018

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

E 3148 BARONS ROAD
NANAIMO BC V9T 4B5

Mailing Address:

E 3148 BARONS ROAD
NANAIMO BC V9T 4B5

DIRECTOR INFORMATION AS OF June 21, 2018

Last Name, First Name Middle Name:

ALLEN, RICHARD

Delivery Address:

Last Name, First Name Middle Name:

BEER, DAVE

Delivery Address:

Last Name, First Name Middle Name:

BULGER, RITA MARIA

Delivery Address:

Last Name, First Name Middle Name:

FARRELL, TAYLOR

Delivery Address:

Last Name, First Name Middle Name:

KARIM, OMAR

Delivery Address:

Last Name, First Name Middle Name:

MORTENSEN, DERYK

Delivery Address:

Last Name, First Name Middle Name:

PACHKOWSKY, SARAH

Delivery Address:

Last Name, First Name Middle Name:

WINDLEY, VI

Delivery Address:

CERTIFICATION

I, Rita Innamorati Bulger, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



Nanaimo Volunteer & Information Ctr.
Balance Sheet As at 12/31/2018

ASSET

CURRENT ASSETS

Petty cash fund	0.00	
Bank Acct 00260 0305992	100.11	
Bank Acct 0026 0000547	1,429.27	
Current/General/718243	2,815.10	
Bank Acct YVC 304813	4,779.66	
Bank Acct JCP/Finance 0306743	275.00	
Gaming 0306840	3,633.80	
Bank Acct Training 0026 0304538	17,567.83	
Total Cash		30,600.77
GST receivables		792.49
Suspence		0.00
Total Current Assets		31,393.26

Amortization Asset

COMPUTER	11,052.34	
ACCUM. AMORT COMPUTER	-9,150.00	
furniture and equipment	8,482.76	
accumu amortization furniture	-6,280.00	
Total Amortization		4,105.10

TOTAL ASSET **35,498.36**

LIABILITY

Current Liabilities

accounts payable	2,600.00	
Accounts Payable	0.00	
Vacation Payable	0.00	
EI Payable	-40.10	
CPP Payable	164.74	
IncomeTax Payable	168.58	
Receiver General Payable		293.22
Year End Accounts Payable		0.00
Wages Payable		0.00
WBC Payable		114.51
unearned revenue		23,625.00
Total Current Liabilities		26,632.73

TOTAL LIABILITY **26,632.73**

EQUITY

Earnings

Members Equity/Retained Earnin...	34,852.38	
Current Earnings	-25,986.75	
Prior Period Adjustments	0.00	
Total Earnings		8,865.63

TOTAL EQUITY **8,865.63**

LIABILITIES AND EQUITY **35,498.36**

Nanaimo Volunteer & Information Ctr.
Income Statement 04/01/2018 to 12/31/2018

REVENUE

Revenue

Donations Christmas Angel Prog...	8,342.00
touch a truck	5,903.85
Movie Event	0.00
interest income	2.91
copying/printing	0.00
Nanaimo Youth Services	0.00
Tree Farm	0.00
Misc Revenue	1,935.78
Consultingc	0.00
Dental Program	0.00
Gaming/Bingo	0.00
CODE Billing Revenue	0.00
Memberships	1,680.00
Donations Volunteer Luncheon	2,825.00
Volunteer Fair	0.00
donations tree chipping	0.00
Donations tax program	2,120.00
Donations	2,221.00
Fundraising	0.00
Workshops/Honourarium	0.00
watchdog	1,134.00
Rental Revenue	0.00
Training/Workshops	0.00
New Horizons	0.00
JCP-HRDC Revenue	0.00
YVC	4,600.00
Total Revenue	30,764.54

TOTAL REVENUE **30,764.54**

EXPENSE

Expenses

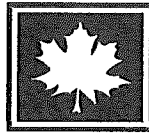
Christmas Angel Program	12,814.21
touch a truck	1,212.61
Movie Event	0.00
150 x150 canada	0.00
Honourarium	357.83
Volunteer Fair	175.00
AGM Expenses	100.00
Advertising	1,249.80
bank fees/ charges	7.50
tree farm	0.00
amortization	0.00
Board Meeting Expenses	41.44
Dental Program	8.38
Equipment/Furniture	0.00
Computer hardware/software	764.00
Network/Computer Maintenance	0.00
dental pro billing	0.00
insurance	1,703.45
Janitorial	625.00
Bookkeeping/Accounting	1,200.00
Misc Expenses	65.00
fundraising	0.00
Office Supplies	502.55
Postage	119.70
Stationary/Printed Materials	0.00
watchdog	0.00
Rent	9,146.25
common charges for property	0.00
Security	0.00
Supplies/Fixes	0.00

Nanaimo Volunteer & Information Ctr.
Income Statement 04/01/2018 to 12/31/2018

Telephone/Internet provider		1,776.98
Travel		0.00
Utilities		1,365.45
Volunteer appreciation		2,152.64
Volunteer luncheon expense		2,648.95
Youth Volunteer Program		1,848.12
Wages Expense	13,301.60	
Consultant Fees	100.00	
EI Expense	309.08	
CPP Expense	654.90	
Income Tax	0.00	
WCB Expense	14.96	
Total Wage Expense		14,380.54
tree farm expenses		0.00
Membership Fees		40.00
Printing/Copying		939.03
Workshop/Orientation expenses		0.00
GST		1,012.45
PST		494.41
HST		0.00
GST		0.00
Training Allowance		0.00
New Horizons		0.00
Total Expenses		<u>56,751.29</u>
TOTAL EXPENSE		<u>56,751.29</u>
NET INCOME		<u><u>-25,986.75</u></u>



CHARTERED PROFESSIONAL
ACCOUNTANTS



BARBER & HAIME
CHARTERED PROFESSIONAL
ACCOUNTANTS

FOR WORK **THAT MATTERS**

NANAIMO VOLUNTEER & INFORMATION CTR.

Financial Statements

Year Ended March 31, 2018

(Unaudited - See Notice To Reader)

NANAIMO VOLUNTEER & INFORMATION CTR.

Index to Financial Statements

Year Ended March 31, 2018

(Unaudited - See Notice To Reader)

	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Cash Flow	4
Notes to Financial Statements	5



t 250.390.4131
t 250.758.5557
e info@kmacpa.ca
w www.kmacpa.ca

7190 Lantzville Road,
PO Box 70
Lantzville, BC
V0R 2H0



BARBER & HAIME
CHARTERED PROFESSIONAL
ACCOUNTANTS

CHARTERED PROFESSIONAL
ACCOUNTANTS

B. RUSHTON INC. • KMA CHARTERED PROFESSIONAL ACCOUNTANTS LTD. • BARBER & HAIME

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Volunteer & Information Ctr. as at March 31, 2018 and the statements of revenues and expenditures and cash flow for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Lantzville, British Columbia

June 20, 2018

KMA Chartered Professional Accountants

KMA CHARTERED PROFESSIONAL ACCOUNTANTS

NANAIMO VOLUNTEER & INFORMATION CTR.

Statement of Financial Position

March 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 56,846	\$ 79,827
Accounts receivable	775	792
	<u>57,621</u>	<u>80,619</u>
PROPERTY, PLANT AND EQUIPMENT (Note 2)	<u>3,438</u>	<u>4,105</u>
	<u>\$ 61,059</u>	<u>\$ 84,724</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 2,696	\$ 2,666
Employee deductions payable	605	-
	<u>3,301</u>	<u>2,666</u>
DEFERRED INCOME	<u>23,625</u>	<u>48,625</u>
	<u>26,926</u>	<u>51,291</u>
NET ASSETS	<u>34,133</u>	<u>33,433</u>
	<u>\$ 61,059</u>	<u>\$ 84,724</u>

ON BEHALF OF THE BOARD

Director

Director

See notes to financial statements

NANAIMO VOLUNTEER & INFORMATION CTR.**Statement of Revenues and Expenditures****Year Ended March 31, 2018***(Unaudited - See Notice To Reader)*

	2018	2017
TRADE SALES		
Bingo and casino events	\$ 52,625	\$ 32,500
Grants and contributions	10,933	6,736
Dental program	-	1,880
Volunteer luncheon	3,171	3,223
Membership fees and other	5,969	5,042
Events income	19,982	9,791
	<u>92,680</u>	<u>59,172</u>
EXPENSES		
Advertising and promotion	2,050	1,189
Amortization	1,798	1,425
Consulting fees	8,500	3,220
Insurance	2,754	2,556
Office	10,186	8,337
Fundraising	1,262	911
Event expenses	15,625	8,341
Volunteer appreciation	3,632	5,125
Professional fees	1,387	1,200
Rental	12,195	12,195
Salaries and wages	28,578	17,261
Utilities	4,013	3,770
	<u>91,980</u>	<u>65,530</u>
EXCESS (DEFICIENCY) OF TRADE SALES OVER EXPENSES	<u>\$ 700</u>	<u>\$ (6,358)</u>

NANAIMO VOLUNTEER & INFORMATION CTR.

Statement of Cash Flow

Year Ended March 31, 2018

(Unaudited - See Notice To Reader)

	2018	2017
OPERATING ACTIVITIES		
Excess (deficiency) of trade sales over expenses	\$ 700	\$ (6,358)
Item not affecting cash:		
Amortization of property, plant and equipment	1,798	1,425
	<u>2,498</u>	<u>(4,933)</u>
Changes in non-cash working capital:		
Accounts receivable	17	769
Accounts payable	30	15
Employee deductions payable	605	(66)
Deferred income	<u>(25,000)</u>	<u>17,125</u>
	<u>(24,348)</u>	<u>17,843</u>
Cash flow from (used by) operating activities	<u>(21,850)</u>	<u>12,910</u>
INVESTING ACTIVITY		
Purchase of property, plant and equipment	<u>(1,131)</u>	<u>-</u>
INCREASE (DECREASE) IN CASH FLOW	<u>(22,981)</u>	<u>12,910</u>
Cash - beginning of year	<u>79,827</u>	<u>66,917</u>
CASH - END OF YEAR	<u>\$ 56,846</u>	<u>\$ 79,827</u>
CASH CONSISTS OF:		
Cash	<u>\$ 56,846</u>	<u>\$ 79,827</u>

See notes to financial statements

NANAIMO VOLUNTEER & INFORMATION CTR.

Notes to Financial Statements

Year Ended March 31, 2018

(Unaudited - See Notice To Reader)

1. PURPOSE OF THE ORGANIZATION

Nanaimo Volunteer & Information Ctr. (the "organization") is a not-for-profit organization incorporated provincially under the Society Act of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to provide volunteerism in the Nanaimo region.

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Computer equipment	\$ 12,183	\$ 10,507	\$ 1,676	\$ 1,902
Furniture and fixtures	8,483	6,721	1,762	2,203
	<u>\$ 20,666</u>	<u>\$ 17,228</u>	<u>\$ 3,438</u>	<u>\$ 4,105</u>

3. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

DATE OF MEETING March 20, 2019

AUTHORED BY JOHN HORN, SOCIAL PLANNER

SUBJECT COMMUNITY ACTION TEAM FUNDING EXTENSION

OVERVIEW

Purpose of Report

To obtain direction from the Finance and Audit Committee regarding receipt of additional funding from the BC Overdose Emergency Response Centre for Nanaimo's Community Action Team to support Indigenous community members.

Recommendation

That the Finance and Audit Committee recommend that Council approve the provision of additional funding from the Overdose Emergency Response Centre for Nanaimo's Community Action Team to support Indigenous community members.

BACKGROUND

In May of 2018, the Community Action Initiative, in partnership with the Ministry of Mental Health and Addictions and the BC Overdose Emergency Response Centre, made funding available to Community Action Teams across BC to *"help communities develop partnerships to provide focused, action-oriented strategies tailored to local community needs that will support addressing the overdose crisis"*.

In July of 2018, Nanaimo's Community Action Team received a grant of \$100,000. The City of Nanaimo agreed to act as the financial agent for this funding and entered into a contribution agreement with the Canadian Mental Health Association. The Canadian Mental Health Association is the body that the Community Action Initiative works through to disperse grant funds to Community Action Teams.

Recently, the BC Overdose Emergency Response Centre has been in dialogue with the First Nations Health Authority. One outcome of that dialogue is that the BC Overdose Emergency Response Centre is offering to increase the amount of funding provided to each Community Action Team by approximately \$8,000. This funding will be used to support an enhanced response to the needs of individuals of Indigenous ancestry affected by this overdose crisis.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the provision of additional funding from the BC Overdose Emergency Response Centre for Nanaimo's Community Action Team to support Indigenous community members.
 - **Budget Implication:** The final 2019 – 2023 Financial Plan will be amended to increase the budget for the Community Action Team Grant from \$100,000 to \$108,000 with funding from the BC Overdose Emergency Response Centre.
 - **Strategic Priorities Implication:** Addresses Social Equity
2. That Council provide alternative direction.

SUMMARY POINTS

- In 2018, Nanaimo's Community Action Team received \$100,000 to address the overdose crisis in our community.
- The City of Nanaimo is acting as the financial agent for the Community Action Team in terms of receiving and dispersing those dollars.
- An additional \$8,000 is being made available by the BC Overdose Emergency Response Centre to support an enhanced response to the overdose crisis focused on Indigenous community members.

Submitted by:

Lisa Bhopalsingh
Manager, Community and Cultural Planning

Concurrence by:

Dale Lindsay
Director, Community Development

Laura Mercer
Acting Director, Financial Services

Staff Report for Decision

DATE OF MEETING March 20, 2019

AUTHORED BY JOHN HORN, SOCIAL PLANNER

SUBJECT SENIORS CONNECT FUNDING EXTENSION

OVERVIEW

Purpose of Report

To obtain Finance and Audit Committee direction regarding federal government funding to continue the Seniors Connect project to the end of 2019.

Recommendation

That the Finance and Audit Committee recommend that Council continue to receive funding from Employment and Social Development Canada under the New Horizons for Seniors program to continue existing Seniors Connect projects until 2019-DEC-31.

BACKGROUND

Council, at its Regular Committee of the Whole Meeting of 2016-MAY-09, passed the following resolution:

"That Council support the allocation of the Government of Canada, Ministry of Employment and Social Development for a 3-year \$168,360 New Horizons for Seniors Grant."

The City of Nanaimo is part of a community collaborative named "Seniors Connect" involving Nanaimo Family Life Association, Nanaimo Women's Resources Society, HealthWell Foundation and the Nanaimo Hospital Foundation Lifeline Program. The intent of Seniors Connect is to take a collective impact approach to reducing social isolation among seniors in Nanaimo. The collaborative received \$2,071,895 for a three-year period commencing 2016-APR-01 and ending 2019-APR-30. As part of this, the City of Nanaimo received a share of \$168,360 to develop and implement two programs: Living History (an oral history series) and City Builders (age-friendly public infrastructure). To date, this funding has been used to deliver the Living History Speaker Series of 20 free events highlighting the stories of seniors in Nanaimo. The City Builders initiative has delivered two bus shelters, conversational seating in a park and an age-friendly crosswalk.

In February 2019, Employment and Social Development Canada (ESDC) has communicated with current projects across the country offering additional funding to extend the projects to 2019-DEC-31 to help support the potential for projects to become sustainable. This is an 8-month extension and represents a total allocation of \$388,000 for the Nanaimo collaborative. From this amount, the City of Nanaimo would receive approximately \$15,500 to continue the Living History and City Builders initiatives. As noted in the staff report titled "New Horizons for Seniors" dated 2019-FEB-11, several projects remain in the pipeline for City Builders from the current funding: four bus stop shelters and two crosswalks that are expected to complete prior

to the expiration of the funding. As other priorities have since arisen, the capacity to continue this component of the original funding is limited. For the purposes of this extension, we are contemplating one project that has already been identified, scoped and costed by Staff and is manageable within our current capacity.

OPTIONS

1. That the Finance and Audit Committee recommend that Council continue to receive funding from Employment and Social Development Canada under the New Horizons for Seniors program to continue existing Seniors Connect projects until 2019-DEC-31.
 - **Budget Implication:** The 2019 – 2023 Financial Plan will be amended to increase the budget for the New Horizons Seniors Grants Program by \$15,500 funded by a grant for the program extension to 2019-DEC-31.
 - **Strategic Priorities Implication:** This work furthers the Community Value of Social Equity.
2. That Council provide alternative direction. |

SUMMARY POINTS

- \$2,071,895 was allocated from an ESDC New Horizons for Seniors Grant to Nanaimo in 2016 to support a collaborative effort (Seniors Connect) to reduce social isolation in seniors.
- The funding originally covered the three-year period from 2016-APR-01 to 2019-APR-30 but ESDC has offered an additional \$388,000 funding to extend existing programs to 2019-DEC-31.
- The City of Nanaimo's share of the funding extension would be approximately \$15,500 and would be used to support a continuation of the Living History and City Builders initiatives.

Submitted by:

Lisa Bhopalsingh
Manager, Community and Cultural Planning |

Concurrence by:

Dale Lindsay
Director, Community Development

Laura Mercer
Acting Director, Financial Services

|

DATE OF MEETING | MARCH 20, 2019 |

AUTHORED BY | CHRIS SHOLBERG, CULTURE & HERITAGE PLANNER |

SUBJECT | CULTURAL FACILITY MULTI-YEAR LEASE AGREEMENTS |

OVERVIEW

Purpose of Report

To respond to Council's request to explore opportunities for granting longer-term lease agreements to various arts organizations in the City. |

Recommendation

That the Finance & Audit Committee recommends that Council direct Staff to utilize a 10 year term of occupancy, with the option to renew for 10 additional years at the City's discretion, as the standard for future co-management and lease agreements related to City-owned cultural facilities such as the Port Theatre, Nanaimo Museum, Vancouver Island Military Museum, Nanaimo Art Gallery, and Harbour City Theatre buildings.

BACKGROUND

At its regular meeting held 2019-JAN-14, Council passed the following motion related to cultural facilities and multi-year lease agreements:

"That staff engage with Arts and Culture groups who lease property from the City of Nanaimo by May 1, 2019 to determine if the groups would benefit from multi-year lease agreements in order to be eligible to apply for grant funding from senior levels of government."

As directed by Council, Staff have engaged with Arts and Culture groups that lease property from the City of Nanaimo, including the Port Theatre, Nanaimo Museum, Vancouver Island Military Museum, Nanaimo Art Gallery and Harbour City Theatre, and can confirm the following information with respect to Council's motion.

Provincial/Federal Government Capital Funding Programs:

Two key capital funding programs exist for cultural facilities at senior levels of government. One is the Federal Government's *Canada Cultural Spaces Fund* and the other is the Provincial Government's *Community Gaming Grants related to Capital Projects*.

Under the *Canada Cultural Spaces Fund* eligible projects include construction and/or renovation projects, and specialized equipment purchases related to cultural infrastructure intended for professional arts and/or heritage activities.

To be eligible, organizations who apply for a construction and/or renovation project must demonstrate that they own the building or have a long-term lease (minimum of 10 years, or

5 years with a 5 year optional renewal period). Specialized equipment purchases are not subject to this long-term lease requirement.

Under the *Community Gaming Grant* program, eligible capital projects, including renovation or maintenance projects, require that the facility be leased to the cultural organization on a long-term basis.

- More specifically, the grant applicant must have a signed unconditional fixed-term (10 year minimum) lease and provide a stated intention to maintain the facility into the future.
- Organizations with fewer than 10 years remaining on their lease must include a signed letter (tenant and landlord) indicating a commitment to renew the lease upon its expiration.
- The applicant must also have authorization from the owner of the property, authorizing the applicant to perform work, or apply for permits to perform work on the project/property.

Co-Management Agreements and the Right to Occupy Terms:

For the past two decades, the City has used co-management style lease agreements with respect to its key cultural facilities including the Port Theatre, Nanaimo Museum, and Nanaimo Art Gallery. The purpose of the co-management agreement, which is a binding legal contract, is to permit non-profit cultural organizations to operate and maintain City-owned cultural facilities for a specified period of time under mutually agreed upon terms and conditions. A co-management lease agreement recognizes that the arts group is managing the facility on the City's behalf and involves the City providing operational funding.

Historically, the term of occupancy for leasing cultural facilities has been 5 years, with the option to extend the term for an additional 5 years. Currently, both the Port Theatre and the Nanaimo Museum operate under this model.

In 2013, a new lease agreement was adopted for the Nanaimo Art Gallery which expanded the term of occupancy to 10 years, with the option to extend the term for an additional 10 years at Council's discretion. This was done in part to address the Gallery's need to access a wider variety of funding opportunities to undertake internal renovations and to ensure the gallery met professional exhibition requirements.

In 2013, the City also entered into a 10 year license of use lease agreement (with the option to extend the term for an additional 10 years at the City's discretion) with the Vancouver Island Military Museum operating from the old Museum building at 100 Cameron Road. This lease agreement does not currently include any operating grant commitments.

Finally, in 2013 the City sought a new theatre operator for what is now the Harbour City Theatre at 25 Victoria Road. The Harbour City Theatre Alliance was selected and commenced operation in 2014. At the time, it was decided that a 5 year license of use style lease agreement would be the best vehicle for managing the operation of the City-owned theatre building in the short-term, given that the Alliance was a new organization and untested. Unlike the Military Museum, a small operating grant is attached to this license of use agreement. After five years of successful operation, the Alliance has proved their ability to sustain the theatre operation and are keen to continue operating and growing the theatre in a longer-term relationship with the City. The

Alliance has indicated a desire to seek capital funding for improvements to the facility in future, and requires a minimum 10 year term of occupancy to be eligible for a wider range of funding streams.

For Council's reference, a summary of the terms of occupancy for Nanaimo's cultural facilities and associated operating grants is provided as Attachment A.

Expanding the Term of Occupancy:

Based on discussion with the non-profit arts/cultural groups who operate the City's key cultural facilities, there is support for longer-term multi-year co-management style lease agreements.

The general consensus is that these types of agreements have been beneficial to both the City and the facility operators, and have fostered a cost-effective and positive working relationship between both parties. Lengthening of the City's traditional terms of occupancy for leases is also considered a positive step, which will increase operational certainty for the culture groups and ensure that they can access funding opportunities for capital improvements to City-owned cultural facilities from senior levels of government where the opportunity arises. |

OPTIONS

1. That the Finance & Audit Committee recommends that Council direct Staff to utilize a 10 year term of occupancy, with the option to renew for an additional 10 years, as the standard for future co-management and other types of lease agreements related to cultural facilities such as the Port Theatre, Nanaimo Museum, Vancouver Island Military Museum, Nanaimo Art Gallery, and Harbour City Theatre buildings).
 - **Policy Implication:** Creating a standard form of agreement will ensure that all future agreements are consistent amongst the Arts community.
 - **Budget Implication:** The 2019-2023 Financial Plan reflects operating grants and maintenance required of the facilities.
 - **Legal Implication:** The City Solicitor will prepare the co-management agreement. By entering into the agreement, the City is required to post a Notice of Disposition for two consecutive weeks as outlined in the *Community Charter*.
 - **Strategic Priorities Implication:** A longer term of occupancy provides increased operational certainty for the cultural groups involved. This furthers Cultural Vitality goals in the 2016-2019 Strategic Plan Update, and the 2014 Cultural Plan's support for collaborative partnerships and sustaining the arts and culture groups through investment in cultural facilities and access to affordable spaces for cultural groups.
 - **Political Implication:** This approach would be well received by the arts community who have been advocating for secure, subsidized/affordable space to support arts and culture.
 - **Other Implications:** Commits Council to 10 year financial obligation with a specific cultural group along with provision of associated operating grant and lost potential income from market rental of City-owned assets. Limits flexibility in accommodating future requests for space/use of these assets from other non-profit organizations.
2. That the Finance & Audit Committee recommends that Council direct Staff to continue having a variety of different terms of occupancy for co-management and lease agreements

related to cultural facilities such as the Port Theatre, Nanaimo Museum, Vancouver Island Military Museum, Nanaimo Art Gallery, and Harbour City Theatre buildings.

- **Policy Implication:** This would maintain the existing terms of occupancy that vary from 5 years to 10 years, with the option to renew for 5 or 10 additional years respectively at Council's discretion. Provides flexibility for negotiating different types of lease agreements for different organizations.
- **Budget Implication:** The 2019-2023 Financial Plan reflects operating grants and maintenance required of the facilities.
- **Legal Implication:** Co-management and other lease agreements to be prepared by the City solicitor regarding Notice of Disposition in local newspapers as outlined in the Community Charter.
- **Strategic Priorities Implication:** Providing access to operating funding and space in City-owned facilities is consistent with supporting Cultural Vitality values in the 2016-2019 Strategic Plan Updates, and the 2014 Cultural Plan's support for collaborative partnerships, sustaining the arts and culture groups through investment in cultural facilities, and access to affordable spaces for cultural groups. However, shorter terms of occupancy for leases do not provide longer-term operational certainty for cultural groups and limits their ability to pursue a wider range of funding opportunities.
- **Political Implication:** This approach may not be well received by the arts community who have been advocating for secure, subsidized/affordable space to sustain and support the growth of community arts.
- **Other Implications:** Provides Council with opportunity to have shorter commitments for leases on some cultural facilities. This would reduce the timeframe for financial obligations related to provision of associated operating grants and the lost potential income from market rental of City-owned assets. Provides more flexibility in accommodating future requests for space/use of these assets from non-profit organizations. Limits opportunities of cultural groups to pursue a wider range of funding for capital improvements.

SUMMARY POINTS

- Council directed Staff to engage with Arts and Culture groups who lease property from the City of Nanaimo by 2019-MAY-01 to determine if the groups would benefit from multi-year lease agreements in order to be eligible to apply for grant funding from senior levels of government.
- Based on review of two key federal and provincial capital funding programs and input from arts/culture groups operating City-owned cultural facilities, it is apparent that multi-year co-management or lease agreements with a minimum 10 year term of occupancy, plus the option to renew for an additional 10 years at the City's discretion, would be beneficial by increasing operational certainty and ensuring all the arts/culture group operators can access funding opportunities for capital improvements to City-owned cultural facilities.

ATTACHMENTS

ATTACHMENT A – Summary of Cultural Facilities Terms of Occupancy and Operating Grants

Submitted by:

Lisa Bhopalsingh
Manager, Community & Cultural Planning

Concurrence by:

Dale Lindsay
Director, Community Development

Concurrence by:

Laura Mercer
Acting Director, Financial Services

ATTACHMENT A

SUMMARY OF CULTURAL FACILITIES TERMS OF OCCUPANCY AND OPERATING GRANTS

City-Owned Cultural Facility	2019 Operating Grant	Term of Use (Lease)
Port Theatre	\$620,021 (\$75,000 contract services + \$545,021 grant)	5 years + option to renew for a further 5 years (renewal term ending Dec. 31, 2022)
Nanaimo Museum	\$384,030	5 years + option to renew for a further 5 years (first term ending Dec. 31, 2020)
Nanaimo Military Museum	\$0.00/VIMM pays City \$42,000 rent per year	10 years + option to renew for a further 10 years (first term ending Dec. 31, 2022)
Nanaimo Art Gallery	\$164,467 (additional \$56,574 for Nanaimo Archives)	10 years + option to renew for a further 10 years (first term ending Dec. 31, 2023)
Harbour City Theatre	\$11,350	3 years + option to renew for a further 2 years (renewal term ending June 30, 2019)

DATE OF MEETING | March 20, 2019 |

AUTHORED BY | CHRIS SHOLBERG, CULTURE & HERITAGE PLANNER |

**SUBJECT | HARBOUR CITY THEATRE (25 VICTORIA ROAD) – ASSET
MANAGEMENT UPDATE |**

OVERVIEW

Purpose of Report

To provide an update on the Harbour City Theatre building located at 25 Victoria Road from a maintenance and asset management perspective. |

Recommendation

That the report titled “Harbour City Theatre (25 Victoria Road) – Asset Management Update” dated 2019-MAR-20 be received for information. |

DISCUSSION

The theatre building located at 25 Victoria Road was purchased by the City in May 2008 for \$451,093 at the request of the Centre for the Arts Nanaimo (CAN).

After this acquisition, CAN operated 150 Commercial Street (CIBC Centre for the Arts Building) and 25 Victoria Road (Nanaimo Centre Stage) under separate license of use agreements. The license agreement allowing CAN to manage the building at 150 Commercial Street expired at the end of 2013. On 2013-OCT-21, Council approved a 10-year Management Agreement for 150 Commercial Street with the Nanaimo Art Gallery, leaving CAN to focus solely on the operation of 25 Victoria Road.

In the spring of 2014, CAN advised the City that it would not be able to continue operating the facility at 25 Victoria Road (effective 2014-JUN-30) due to an operational funding shortfall.

At its 2014-APR-07 meeting, Council directed Staff to issue a Request for Proposal (RFP) to manage 25 Victoria Road as a rehearsal and performance space with a maximum operating grant of \$11,350 per year.

At its meeting held 2014-JUN-16, Council selected the Harbour City Theatre Alliance to manage the Harbour City Theatre under a license agreement for a three-year term with the option for an additional two years. The license of use was renewed in 2017 and the final term expires on 2019-JUN-31.

A separate report regarding multi-year lease agreements for cultural facilities is on this agenda. A report regarding the Harbour City Theatre Alliance’s desire to continue operating under a new term of use agreement at 25 Victoria Road will be brought forward to Council in the near future for consideration.

Maintenance Cost Summary since City Acquisition:

For Council's reference, the following chart summarizes the upgrade and maintenance costs covered by the City at 25 Victoria Road since the 2008 purchase:

YEAR	COST	PROJECT
2008	\$74,002	Upgrade and maintenance costs including expanded sprinkler system, wheelchair ramp and washroom, expansion to large sprung stage, electrical and mechanical upgrades, fire-rated exit door and architectural fees. Also included repair to flat roofing section, HVAC repair, and additional sprinkler system repair.
2009	\$20,821	Flat roof upgrade.
2010-2011	\$39,313	Flood repairs.
2013-2014	\$200,081	Upgrade of exterior wall on east side facing onto Nicol Street, including brick siding.
2015	\$37,792	Sloped roof re-shingled and tower structure removed.
2015-2018	\$34,703	General maintenance related to HVAC/heating/plumbing/electrical and miscellaneous contractor services.
Total City Costs:	\$406,712	

Building Maintenance Budgeted for 2019:

The following maintenance projects have been budgeted for 2019:

YEAR	ESTIMATED COST	PROJECT
2019	\$11,500	Replace all windows with thermal aluminum framed windows as part of exterior work.
2019	\$281,600	Replace stucco wall cladding with a rain screen exterior insulated wall system – north and west elevations.
Total City Costs:	\$293,100	

Future Anticipated Building Maintenance Costs:

The following maintenance projects are anticipated over the next 20 years at 25 Victoria Road. It should be noted that future upgrade and renewal costs have not yet been fully identified as part of the Asset Management Plan process that will be taking place from 2019-2021. This evaluation could result in significant increase to the estimate noted below:

YEAR	ESTIMATED COST	PROJECT
2034	\$228,519	Flat roof replacement.
2040	\$62,002	Sloped roof replacement.
2020-2040	\$100,000	General maintenance related to HVAC/heating/plumbing/electrical and miscellaneous contractor services (assuming approx. \$5,000 / year).
Total Costs:	\$390,521	

SUMMARY POINTS

- The City of Nanaimo purchased the Harbour City Theatre (25 Victoria Road) in 2008 for \$451,093.
- The City invested \$406,712 into the theatre between 2008-2018.
- Total City investment (purchase and maintenance) to date is \$857,804.
- For 2019, the City has budgeted \$293,100 to complete two maintenance projects – window upgrade and building envelope upgrade.
- Anticipated costs over the next 20+ years include roofing and façade remediation projects, and general maintenance, estimated at \$390,521.
- A separate report regarding multi-year lease agreements for cultural facilities is on this agenda. A report regarding the Harbour City Theatre Alliance's desire to continue operating under a new term of use agreement at 25 Victoria Road will be brought forward to Council in the near future for consideration.

Submitted by:

Lisa Bhopalsingh
Manager, Community & Cultural Planning

Concurrence by:

Dale Lindsay
Director, Community Development

Concurrence by:

Laura Mercer
Acting Director, Financial Services

DATE OF MEETING | MARCH 20, 2019 |

AUTHORED BY | DARCIE OSBORNE, MANAGER, RECREATION SERVICES
PARKS AND RECREATION |

SUBJECT | TRAVEL ASSISTANCE GRANT – DOVER BAY SECONDARY
GRADE 9 GIRLS BASKETBALL |

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Travel Assistance Grant. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the Dover Bay Secondary Girls Basketball team for a Travel Assistance Grant in the amount of \$600 for twelve (12) players to attend the Grade 9 Girls Basketball Provincial Championships held from 2019-FEB-28 through 2019-MAR-02 in Port Moody, BC.

BACKGROUND

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying in Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to Council for approval.

On 2019-FEB-12, Staff reviewed a Travel Assistance Grant application submitted by the Dover Bay Secondary Grade 9 Girls Basketball team in the amount of \$600 for twelve (12) athletes to attend the Grade 9 Girls Basketball Provincial Championships held from 2019-FEB-28 through 2019-MAR-02 in Port Moody, BC. Staff determined that this application met all of the grant criteria and recommend that Council approve the application.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the request from the Dover Bay Secondary Girls Basketball team for a Travel Assistance Grant in the amount of \$600 for twelve (12) players to attend the Grade 9 Girls Basketball Provincial Championships held from 2019-FEB-28 through 2019-MAR-02 in Port Moody, BC.
 - **Budget Implication:** To date, there has been no funds allocated or pending from the 2019 Travel Grant Contingency Funds. If the above travel grant of \$600 is approved \$6,900 will remain available for any additional 2019 travel grant requests.
 - **Engagement Implication:** Promotes excellence in sports and culture.
2. Deny the Travel Assistance Grant application.
 - **Budget Implication:** To date, there has been no funds allocated or pending from the 2019 Travel Grant Contingency Funds. If the above travel grant of \$600 is denied, \$7,500 will remain available for any additional 2019 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group's application meets all of the required criteria.
- To date, there have been no funds allocated or pending from the 2019 Travel Grants Contingency Funds and \$7,500 remains available for 2019 travel grant requests.

ATTACHMENTS

Attachment A – Travel Assistance Grant Application
Attachment B – Travel Assistance Evaluation Form

Submitted by:

Darcie Osborne
Manager, Recreation Services

Concurrence by:

Richard Harding
Director, Parks and Recreation



CITY OF NANAIMO

APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: Dover Bay Grade 9 Girls basketball		DATE OF APPLICATION: January 23, 2019	
ADDRESS: 6135 McGirr Rd		PRESIDENT OR SENIOR OFFICIAL: Don Balcombe - Principal	
Nanaimo, BC V9V1M1		SENIOR STAFF MEMBER: Heidi McWhinnie	
		POSITION: Athletic Director	
EMAIL: bmwhinnie@sdbf.bc.ca		DESIGNATED CONTACT: Bill McWhinnie	
TELEPHONE #1: [REDACTED]		TELEPHONE #2: [REDACTED]	
TOTAL NUMBER OF PERSONS TRAVELLING: 15	TOTAL NUMBER OF COMPETITORS TRAVELLING: 12	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 12	TOTAL AMOUNT REQUESTED: 600.00
DESTINATION: Port Moody, BC		DATE(S) OF EVENT: Feb 28 - March 2	
EVENT TO BE ATTENDED: Grade 9 Girls Basketball Provincial Championships			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Awarded Island berth to provincial championship			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: Parent advisory Committee donation \$1500 Borne drive (Feb 9, 2019)			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? This trip will be extremely expensive as competitors will be responsible to pay for ferry, hotel, banquet etc... Anything would be appreciated			
SIGNATURE: B. McWhinnie	TITLE/POSITION: Teacher / Coach	DATE: Jan 23, 2019	
<p style="text-align: center;">* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *</p> <p style="text-align: center;">NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.</p>			

Budget for Grade 9 Girls Championships

Feb 28-Mar 2, 2019

***The team may have to travel to Port Moody and stay overnight on February 27th due to an earlier game time on the 28th.**

Entry Fee: \$450

Banquet: \$420

Ferry: Vehicles (return trip) \$342

Passengers: (return trip) \$516

Hotel: \$1800 (if only staying 2 nights)

\$2400 (if we need to stay 3 nights)

ATTACHMENT B

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Dover bay Grade 9 Girls Basketball DATE: February 12, 2019

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		Island Zone Champions
B. Attending a Provincial, Regional, National, or International Championship	✓		Island Rep fro Provincial Championship
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	N/A	N/A	
D. Traveling within BC (excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		Port Moody BC
E. Other sources of funding identified	✓		PAC \$500 Parent Bottle Drive
F. Grant recipient(s) reside in Nanaimo	✓		12 athletes
G. Application made by a local organization	✓		School Principal
H. Grant for participants only, not coaches or chaperones	✓		Yes – 15 travelling
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$600.00

OR

NO GRANT RECOMMENDED (✓): N/A DOES NOT MEET CRITERIA: N/A

EVALUATOR: Darcie Osborne POSITION: Manager, Recreation Services

g:\grants\travelgrants\2017\application check list.doc

DATE OF MEETING | MARCH 20, 2019 |

AUTHORED BY | DARCIE OSBORNE, MANAGER, RECREATION SERVICES
PARKS AND RECREATION |

SUBJECT | **TRAVEL ASSISTANCE GRANT – VANCOUVER ISLAND SPECIAL
NEEDS HOCKEY ASSOCIATION**

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Travel Assistance Grant. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the Vancouver Island Special Needs Hockey Association for a Travel Assistance Grant in the amount of \$2,000 for twenty (20) players to attend the Southern California Special Needs Hockey Festival to be held from 2019-APR-26 through 2019-APR-28 in Valencia, California.

BACKGROUND

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying in Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to Council for approval.

On 2019-FEB-26, Staff reviewed a Travel Assistance Grant application submitted by the Vancouver Island Special Needs Hockey Association in the amount of \$2,000 for twenty (20) athletes to attend the Southern California (SoCal) Special Needs Hockey Festival to be held from 2019-APR-26 through 2019-APR-28 in Valencia, California, USA. Staff determined that this application meets all but two of the grant criteria. Specifically, the two criteria they cannot meet are the need to qualify at a provincial, regional, or national level and the need to be attending a regional, provincial, or national championship. The team consists of adults and youth with developmental disabilities and as such, there is no league and this invitational tournament is the only tournament available to them. Staff believes the opportunity to have the team represent Nanaimo at this tournament merits extra consideration and recommend that Council approve the application. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the request from the Vancouver Island Special Needs Hockey Association for a Travel Assistance Grant in the amount of \$2,000 for twenty (20) players to attend the Southern California Special Needs Hockey Festival to be held from 2019-APR-26 through 2019-APR-28 in Valencia, California.
 - **Budget Implication:** To date, there has been \$600 allocated or pending from the 2019 Travel Grant Contingency Funds. If the above travel grant of \$2,000 is approved, \$4,900 will remain available for any additional 2019 travel grant requests.
 - **Engagement Implication:** Promotes excellence in sports and culture.
2. That Council deny the Travel Assistance Grant application from the Vancouver Island Special Needs Hockey Association.
 - **Budget Implication:** To date, there has been \$600 allocated or pending from the 2019 Travel Grant Contingency Funds. If the above travel grant of \$2,000 is denied, \$6,900 will remain available for any additional 2019 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group applying does not meet two of the required criteria as there are no championships available for the group to compete in.
- To date, there have been \$600 allocated or pending from the 2019 Travel Grants Contingency Funds and \$6,900 remains available for 2019 travel grant requests.

ATTACHMENTS

Attachment A – Travel Assistance Grant Application
Attachment B – Travel Assistance Evaluation Form

Submitted by:

Darcie Osborne
Manager, Recreation Services

Concurrence by:

Richard Harding
Director, Parks and Recreation



CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

Rec'd Oct 15/18

ORGANIZATION: <i>N.I. Special Needs Hockey Assoc.</i>		DATE OF APPLICATION: <i>Oct 3 2018</i>	
ADDRESS: [REDACTED]		PRESIDENT OR SENIOR OFFICIAL: <i>Andy Reynolds</i>	
<i>Nanaimo BC</i>		SENIOR STAFF MEMBER:	
		POSITION:	
EMAIL: [REDACTED]		DESIGNATED CONTACT: <i>Andy Reynolds</i>	
TELEPHONE #1: [REDACTED]		TELEPHONE #2:	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>30</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>22</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>20</i>	TOTAL AMOUNT REQUESTED: <i>\$2000.00</i>
DESTINATION: <i>VALENCIA CALIFORNIA</i>		DATE(S) OF EVENT: <i>APRIL 26-28 2019</i>	
EVENT TO BE ATTENDED: <i>Socal Special Hockey Festival</i>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>No other teams.</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>Beer + Burger Night 50/50 Draws Personal contributions Sponsorships from community</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <i>Every 2 years we attend this event as the only Canadian team participating. This is an amazing opportunity to allow these athletes with developmental disabilities to represent their City, Province, + Country playing our National Sport.</i>			
SIGNATURE: <i>Andy Reynolds</i>	TITLE/POSITION: <i>COACH / PRESIDENT</i>	DATE: <i>Oct 3/18</i>	
*IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			



Vancouver Island
Special Needs Hockey Association

Nanaimo BC V9T [REDACTED]

The Vancouver Island Special Needs Hockey Association, established in June of 2014, is happy to introduce the "Vancouver Island Vision" - an ice hockey team comprised entirely of youth and adults with developmental and cognitive disabilities. This organization started in 2008 as the Nanaimo Eagles with 4 players; only 2 of whom knew how to skate. Since then, the Association has grown to 22 players, both male and female, ranging in age from 16 to 65.

In 2015, the Vision attended, as the only Canadian team, the 4th Annual UCT Winter Hockey Festival in Valencia California and forged a strong relationship with the American Special Hockey Association. We again participated in the 2017 UCT tourney. This tournament has been a fantastic opportunity to give the players an amazing experience, to meet new friends, and showcase their skills! To this end, we have decided to take on this challenge again for April 2019.

This is of course a *major* undertaking and we are looking for financial support from the community to help get us there. The estimated costs are as follows, based on 25 players and coaches:

Flights (Vancouver to LAX)	\$15,000.00	(\$600.00 per person)
Hotels	\$ 9,000.00	(10 rooms, \$150/night, 6 nights)
Ground Transportation	<u>\$ 4,000.00</u>	(Bus charter plus rental vans)
Total expenses forecasted:	\$ 28,000.00	

Of course, any financial support is greatly appreciated, but a jersey sponsorship of \$500 will provide a spot on a player's jersey for your logo and mentions in any advertising spots we have through radio, television and social media. The majority of the athletes are on fixed income through Persons with Disabilities (PWD) benefits and have been working very hard in many fundraising efforts that we have hosted, and without your help some may not be able to attend. Please feel free to contact me at [REDACTED] [ca](#) or call me at [REDACTED]. Thank you for taking the time to consider this request.

Sincerely,

Andy Reynolds
Head Coach, Vancouver Island Vision
President, VISNHA

ATTACHMENT B

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: VI Special Needs Hockey DATE: February 12, 2019

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	N/A	N/A	This is the only special needs hockey team on the island
B. Attending a Provincial, Regional, National, or International Championship	✓		International Special Needs Hockey Festival
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		Valencia, California
D. Traveling within BC (excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	N/A	N/A	
E. Other sources of funding identified	✓		Beer and Burger, 50/50 draws, Community Sponsorship
F. Grant recipient(s) reside in Nanaimo	✓		20 participants
G. Application made by a local organization	✓		VI Special Needs Hockey Assoc.
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓) : ✓ AMOUNT: \$ 2,000

OR

NO GRANT RECOMMENDED (✓) : N/A DOES NOT MEET CRITERIA: N/A

EVALUATOR: Darcie Osborne POSITION: Manager, Recreation Services

g:\grants\travelgrants\2017\application check list.doc

DATE OF MEETING | MARCH 20, 2019 |

AUTHORED BY | RICHARD HARDING, DIRECTOR, PARKS AND RECREATION |

SUBJECT TRAVEL ASSISTANCE GRANTS APPROVAL PROCESS

OVERVIEW

Purpose of Report

To request direction from Council to change the approval process for the Travel Assistance Grants Program. |

Recommendation

That the Finance and Audit Committee recommend that Council approve a change in the process for approving Travel Assistance Grants by:

- (a) authorizing Staff to approve Travel Assistance Grants as per the criteria; and,
- (b) directing Staff to provide a report to the Finance and Audit Committee with bi-annual updates on the distribution of funds.

BACKGROUND

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying in Provincial or Regional competitions. The current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis, as funds remain available each year. There is a total budget of \$7,500 available annually for these grants and applications range from a minimum request of \$50 and a maximum of \$2,000.

Staff review all applications and forward the staff recommendation to the Finance and Audit Committee to receive final approval from Council. This multi-step approval process can be slow for groups waiting on funds for assistance. Typically, grant recipients do not receive the funds until after their travel expenses have been incurred. Allowing staff to approve the grants directly, based on the clear criteria as set out in the grant, would speed up the process and allow the applicant to receive the funds much more quickly.

If the change in process is approved, Staff could report on the grant budget on a bi-annual basis to provide information on how the funds have been distributed.

The Appeals Process would remain unchanged and would still be considered through the Committee and Council process. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a change in the process for approving Travel Assistance Grants by:
 - (a) authorizing Staff to approve Travel Assistance Grants as per the criteria; and,
 - (b) directing Staff to provide a report to the Finance and Audit Committee with bi-annual updates on the distribution of funds.
 - **Budget Implication:** There is no impact to the 2019-2023 Financial Plan.
 - **Policy Implication:** Change in policy for the approval process for Travel Assistance Grants.
 - **Engagement Implication:** Enables response for an applicant in a more timely manner.
 - **Other Implications:** Reduced amount of reports to Council would mean a reduction in Staff and Council time.
2. That the Finance and Audit Committee recommend that Council not approve a change in the approval process for Travel Assistance Grants.
 - **Budget Implication:** There is no impact to the 2019-2023 Financial Plan.
 - **Engagement Implication:** Response to applicants would continue to take several weeks.

SUMMARY POINTS

- Each grant application is evaluated by Staff based on the grant criteria.
- The current process for Travel Assistance Grants requires approval through the Finance and Audit Committee and then Council approval.
- A request for funds can be a minimum of \$50 up to a maximum of \$2,000.
- The Appeals Process would remain unchanged and continue to go to Council for consideration.

ATTACHMENTS

ATTACHMENT A – Travel Assistance Grant Criteria

Submitted by:

Richard Harding
Director, Parks and Recreation

CITY OF NANAIMO
APPLICATION CRITERIA FOR TRAVEL
ASSISTANCE GRANTS

The City of Nanaimo provides a contingency account to assist amateur groups and individuals to travel to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying for Regional, Provincial or National competitions. Requests will be considered on a first-come, first-served basis, as funds remain available. Preference will be given to multi-day events.

When completing this form please provide ALL the information requested, paying particular attention to the submission of a budget outlining revenues and expenditures for the proposed trip. The current policy provides up to \$100 per person (to a maximum of \$2,000 per group) for travel outside of B.C., or \$50 per person (to a maximum of \$1,000 per group) for travel off Vancouver Island but within B.C.

Payments will only be made to the organization applying for the grant, not to individuals. Application may be made retroactively.

Applications must be submitted to:

**Travel Assistance Grant
City of Nanaimo, Parks and Recreation
2300 Bowen Road
Nanaimo, B.C. V9T 3K7**

Freedom of Information and Protection of Privacy Act (FOIPPA) Information on this application is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Submissions may be included within a future publically available Council Report, which will be available for viewing on the City's website.

For further information, please call 250-756-5200.

CRITERIA FOR AWARDING GRANTS

1. must be the winner/qualifier of a Regional, Provincial or National competition (or equivalent)
2. must be attending a Regional, National or International championship
3. maximum \$100.00 per person (up to \$2,000.00 per group) for travel outside of B.C.
4. maximum \$50.00 per person (up to \$1,000.00 per group) for travel within B.C. (Vancouver Island excluded)
5. travel with B.C. must have an overnight component
6. there must be other sources of funding
7. grant recipients must reside in the City of Nanaimo
8. the application must be made by a local organization
9. grants are for participants only, not coaches or chaperones
10. must be a demonstrated financial need
11. must be a non-profit organization

APPEALS

Statement of Purpose: The mandate of the Finance and Audit Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation. The Finance and Audit Committee will not revisit the actual decisions (i.e. whether the correct amount was granted).

Criteria for Allowing an Appeal:

- Was the original committee's decision based on the application not meeting certain criteria?
- Was the original committee's decision based on the applicant submitting incomplete or incorrect information, OR, does the applicant believe the decision was based on incomplete or incorrect information?
- Did the original committee determine the application should be reconsidered based on this new/different information?
- Did the committee misinterpret some of the information submitted, OR, does the applicant believe its information was misinterpreted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to the Parks and Recreation Commission or to Council), thereby giving the applicant time to respond?

DATE OF MEETING | MARCH 20, 2019 |

AUTHORED BY | DAMON JOHNSTON, ARENA MANAGER
PARKS AND RECREATION |

SUBJECT | **BID TO HOST THE 2021 ROYAL BANK CUP, NATIONAL JUNIOR A HOCKEY CHAMPIONSHIP**

OVERVIEW

Purpose of Report

To obtain support to host the 2021 Royal Bank Cup National Junior A Hockey Championship at the Frank Crane Arena.

Recommendation

That the Finance and Audit Committee recommend that Council:

- (a) support the Nanaimo Clippers Junior A Hockey Club bid to host the Royal Bank Cup National Junior A Hockey Championship in 2021; and,
- (b) If the bid is successful, commit up to \$30,000 in the 2021 budget for the event.

BACKGROUND

The Nanaimo Clippers Junior A Hockey Club (Clippers) is requesting Council's support with their bid to host the Royal Bank Cup (RBC Cup) National Junior A Hockey Championship at the Frank Crane Arena in 2021.

The RBC Cup is an eight-day hockey tournament hosting five teams, including the top four teams from the Eastern, Central, Western and Pacific divisions. The fifth team is from the host community. The RBC Cup started in 1996 and Nanaimo hosted in 1998. The tournament in 2021 would take place from 15-May to 23-May. As a component of the bid submission to Hockey Canada, the Clippers are requesting financial support from the City of Nanaimo in the amount of \$30,000, as well as exclusive use of the Frank Crane Arena. If approved, funding would be added to the 2021 operating budget process and would come from taxation.

The tournament will draw approximately 150 players, coaches, support staff, officials and scouts as well as many fans from across the country. Sport Tourism events like the RBC Cup will generate significant tourism income for Nanaimo through tourism spending on hotels, travel, food and beverage and entertainment. The 2018 RBC Cup that was hosted in Chilliwack, BC, reported a local economic impact of over \$2.5 million.

The Clippers are a Junior A hockey franchise in Nanaimo since 1976. The Clippers have experience in hosting national and international hockey events such as the Western Canada Cup in 2013 and the World Junior Hockey exhibition game between Slovakia and the Czech Republic in 2018.

Hosting the tournament in May 2021 will affect the ice out schedule, which will have impact on programming of Frank Crane Arena. The delay in ice-out will affect the start of the lacrosse season and will impact the game schedule for the Nanaimo Lacrosse Association. Typically, lacrosse has access to Frank Crane Arena starting in April. Alternatively, lacrosse games could be hosted at the Nanaimo Ice Centre through April and May. |

OPTIONS

1. | That the Finance and Audit Committee recommend that Council:
 - (a) support the Nanaimo Clippers Junior A Hockey Club bid to host the Royal Bank Cup National Junior A Hockey Championship in 2021; and,
 - (b) if the bid is successful, commit up to \$30,000 in the 2021 budget for the event.
 - **Budget Implication:** If the bid is successful, year 3 (2021) of the 2019 – 2023 Financial Plan would be amended to add a budget of \$30,000 for the event with funding from general taxation.
 - **Engagement Implication:** Hosting the tournament will impact the dry floor season at Frank Crane Arena which will have impact on the lacrosse season but also provide high-level hockey games to local spectators.
 - **Strategic Priorities Implication:** Hosting the RBC Cup will create economic spin off for Nanaimo, as well as promoting excellence in sport.
2. That the Finance and Audit Committee recommend that Council deny providing support to the bid to host the 2021 Royal Bank Cup National Junior A Hockey Championship. |

SUMMARY POINTS

- | The Nanaimo Clippers are requesting support for the bid to host the Royal Bank Cup National Junior A Hockey Championships in 2021.
- The event would be hosted at the Frank Crane Arena in May 2021.
- The event will have impact on the lacrosse season by delaying the ice out schedule. |

ATTACHMENTS

Attachment A: Letter of Request from the Nanaimo Clippers Junior A Hockey Club |

Submitted by:

Damon Johnston
Arena Manager, Parks and Recreation |

Concurrence by:

Richard Harding
Director, Parks and Recreation |



NANAIMO CLIPPERS JUNIOR 'A' HOCKEY CLUB

Frank Crane Arena, Nanaimo, BC

250-72-CLIPS

www.nanaimoclippers.com

Proud Member



#WHEREHISTORYBEGINS

Damon Johnston
Arenas Manager - City of Nanaimo Parks and Recreation

Dear Damon,

The Nanaimo Clippers Junior 'A' Hockey Club has submitted a bid for the 2021 National Junior A Ice Hockey Championship, which will take place May 8-22, 2021.

This event, known as the RBC Cup, is the biggest Junior A Ice Hockey event in all of Canada and will require the City of Nanaimo's support in order to be successful.

We are looking to book Frank Crane Arena from May 8-22, 2021 for tournament games. In addition, we are in need of ice time at Cliff McNabb starting May 8 for practices for the five teams involved in the tournament. In addition, we will need to reserve several rooms in the Beban Social Centre for volunteers, media, scouts, etc.

This is an excellent opportunity for the City of Nanaimo to be placed on the sports map of Canada. It's also a tremendous opportunity for the City to spinoff economic benefit for all. Indeed, the City of Chilliwack recently held this tournament in 2018 and the studies showed that the economic spinoff was \$2.5 Million to the City of Chilliwack.

This tournament will see four top-level Junior A hockey teams come to Nanaimo, along with fans, media, friends, family, and scouts. The media coverage will give significant exposure to the City

We will be booking over 150 hotel rooms over the duration of the event along with booking all the team/official meals at local restaurants in Nanaimo.

In order to follow the Hockey Canada guidelines of City financial investment and in keeping with Chilliwack (2018 hosts) and Brooks, Alberta (2019 hosts), we are requesting \$30,000 in funding from the City of Nanaimo for the event along with the use of facilities at no cost for the event. We will also be requesting funding from the Province of BC, BC Hockey, local businesses and Tourism Nanaimo.

Please note that Wes Mussio, owner of the Nanaimo Clippers, will be providing substantial funding and support in order to ensure the economic viability of the tournament. All profits from this event, if any, will be left in Nanaimo to a legacy fund that is still yet to be determined.

If you have any questions, please do not hesitate to ask.

Thanks,
Tali Campbell
Director of Business Operations

#WHEREHISTORYBEGINS

DATE OF MEETING | MARCH 20, 2019 |

AUTHORED BY | ART GROOT, MANAGER, FACILITIES PLANNING & OPERATIONS
PARKS AND RECREATION |

SUBJECT GALLOWS POINT DOCK AND RAMP REPAIRS

OVERVIEW

Purpose of Report

To advise Council of the status of the dock and ramp in order to conduct immediate repairs to the dock head at Gallows Point on Protection Island. |

Recommendation

That the Finance and Audit Committee receive for information the Gallows Point Dock and Ramp Repairs report dated 2019-MAR-20.

BACKGROUND

Gallows Point is located on the south end of Protection Island. The ramp and dock head at this location serve as the only vehicle access to the island, including emergency access. The facilities at the point are maintained by the City of Nanaimo.

Through the Asset Management Program, it was determined necessary to conduct an overall assessment of these assets to determine their condition. Herold Engineering Limited (Herold) was retained by the City and performed an above water inspection of the dock head at Gallows Point on 2017-MAY-23. At that time, it was determined that the dock head facility was in overall fair condition for its age. Inspection results indicated that moderate amounts of remediation work were required at the facility. Some of the recommended repairs were addressed during the remainder of 2017 and 2018, but not all repairs were completed.

In 2018, Staff met with the Protection Island community to determine the need, the use, and the best solution to fix the existing problems and improve the asset both in the short-term and in the long-term. A capital project was added to the 2019 budget for a multi-year project with the consultation and design phase starting in 2019.

In early December 2018, residents of Protection Island expressed concerns regarding repair timelines and future-year capital projects for the ramp and pier. On 2019-JAN-08, Staff met with the Protection Island Neighbourhood Association (PINA). The members of PINA emphasized that the Gallows Point boat ramp is a critical infrastructure component that provides the only vehicle access to the island. Any disruption to the boat ramp would impact the delivery of groceries, propane, building materials, household goods, etc. and will also impact the access of service vehicles for emergency response, septic pumping, utility repair, etc.

The pier is the sole publicly-owned access for residents to deliver goods and passengers by boat to the island. The pier is also used to transfer ambulance patients from the island and is the only evacuation facility in the event of a major emergency.

At that meeting, the 2018-DEC-21 storm event and its possible impacts to the Gallows Point amenities was discussed and it was agreed that Herold Engineering would perform an assessment of the facility to ensure there was no storm damage and to review the status of the dock head relative to the 2017 review.

Herold reported that the facility did not appear to have sustained significant structural damage as a result of the storm event in December 2018. Items noted during the 2017 and 2019 inspections which are required to be remediated/replaced to extend the life of the facility an additional 1 to 3 years are as follows:

- Monitoring of longitudinal cracks in pre-cast deck panels (on approach)
- Patching of spall at gangway thru-bolt (on approach)
- Repair of two timber bearing piles (2A & 4B)
- Replacement of six timber cross braces

The following repairs to the concrete boat ramp are intended to extend the service life with ongoing maintenance and inspection:

- Core and pump concrete into the void below the boat ramp
- Armour the north edge of the ramp to mitigate erosion

The requested funding would be for immediate repairs. Work would continue as planned for the 2019 capital project for the determination of long-term planning and upgrades.]

OPTIONS

1. That the Finance and Audit Committee receive for information the Gallows Point Dock and Ramp Repairs Report dated 2019-MAR-20.
 - **Budget Implication:** The final 2019 – 2023 Financial Plan will be amended to increase the budget by \$100,000 for the Gallows Point dock and ramp repairs and will be funded from the General Financial Stability Reserve.
 - **Legal Implication:** Liability concerns if a failure was to occur.
 - **Engagement Implication:** The facilities at Gallows Point is a vital connection point for day-to-day living and for emergency situations. Immediate repairs would ensure the safety of this asset for the community's use.
 - **Strategic Priorities Implication:** Maintaining this City-owned asset is in line with the City's goals of the Asset Management Plan and ensuring the continued stewardship of current infrastructure.
 - **Political Implication:** PINA is seeking the City's commitment in ensuring the facilities are kept to a safe and useable condition.
2. That the Finance and Audit Committee request further information from Staff.]

SUMMARY POINTS

- The Gallows Point dock head on Protection Island requires immediate repairs which will require funding up to \$100,000.
- Repairs to the pier and gangway are intended to add one to three years of service life to allow for the completion of planning for the long-term replacement of the assets.
- Repairs to concrete boat ramp will extend the service life and, along with proper monitoring and maintenance, will not require replacement for many years to come.
- Repairs in 2019 will guarantee sustained access to and from the public access to the island.

ATTACHMENTS

Attachment A: Aerial and photographs of the dock head at Gallows Point

Attachment B: Follow Up Condition Assessment of City Dockhead at Gallows Point from Herold Engineering Ltd.

Submitted by:

Art Groot
Manager, Facilities Planning & Operations

Concurrence by:

Richard Harding
Director, Parks and Recreation

ATTACHMENT A

GALLOWS POINT DOCK AND RAMP, PROTECTION ISLAND



Aerial overhead view of Gallows Point, including ramp and pier



View of Ramp



View of dock

January 25, 2019

0017-359

Via email: art.groot@nanaimo.ca

City of Nanaimo
455 Wallace Street
Nanaimo, BC
V9R 5J6

Attn: Art Groot, Manager, Facility Planning & Operations

Re: City Dockhead at Gallows Point Follow-Up Condition Assessment - DRAFT

Mr. Groot:

At your request, Herold Engineering Limited (Herold Engineering) has completed a follow-up assessment of the City Dockhead located at Gallows Point on the southwest tip of Protection Island, Nanaimo, BC. The assessment was requested by the City of Nanaimo (the City) in response to reported damage to the facility following a winter storm event occurring December 21-22, 2018.

The assessment and following letter report were based on correspondence between the City and Herold Engineering throughout the month of January 2019, as well as a condition assessment report for the facility prepared by Herold Engineering in May 2017.

This letter represents a brief summary of the site activities and assessment findings, as well as remediation recommendations to extend the service life an additional 1-3 years in anticipation of a major upgrade (replacement). It is understood the upgrade is currently moving into detailed design phase and is intended to be implemented within the next two years.

General Arrangement and Reference System

The approach is comprised of pre-cast concrete hollow core panels supported on treated timber pilecaps and bearing piles. Treated timber cross bracing provides lateral capacity to the structure. An aluminum truss gangway extends from the seaward end of the approach and lands on a concrete float moored by timber mooring pile dolphins. There is a boat ramp along the north side of the facility which is comprised of pre-cast concrete panels bearing on grade.

The reference system is per the general arrangement sketches and sections prepared by Herold Engineering and appended to this report, along with photographs taken during the assessment.

Site Activities

The assessment was conducted from above water, with access provided by a work boat. The site visit was phased such that the above water portion of the structure was inspected during a daytime review, and low tides during the nighttime were utilized to inspect the previously submerged portions of the timber bearing piles and boat ramp during a second visit.

Herold Engineering mobilized to the site twice to conduct a facility assessment. The first inspection was undertaken during daylight hours on Thursday January 17th, 2019. Two representatives from Herold Engineering were present, and were escorted by Faron Hayes, trades supervisor for The City. The boat used to access the facility was provided by the City and captained by Faron.

The second site visit occurred during low tide (0.6m chart datum) at approximately 2130 on January 18, 2019. One representative from Herold Engineering was present, and the site was accessed by boat. The boat was provided and captained by John Dekker of Westcoast Diving Contractors Limited (WDC).

Assessment Results

The condition of the facility has not changed significantly since the 2017 inspection. The following items were noted during the 2017 inspection as requiring repair/remediation as follows:

Approach:

- At the seaward end of the chain-link fence there is a gap between the end of the fence and the gangway handrail. The gap width exceeds 102mm, and does not meet OH&S requirements for guards.
- The pre-cast hollow core panels have long longitudinal cracks which penetrate the section. There is evidence of water seepage through the cracks.
- The timber cross bracing is significantly decayed at the cut ends. This deterioration penetrates the lower connection in various locations.
- Bearing pile 4B has a large hole at the mudline with 80% cross sectional loss (CSL).

Gangway:

- Moderate biological decay to the undersides of the timber decking.
- Moderate CSL due to abrasion at the UHMWPE strip on the seaward transition plate.
- The steel roller is missing pillow blocks.

Landing Float:

- The four main mooring piles have moderate amounts of abrasion in the intertidal zone.
- The mooring cleat at the west edge of the float is broken and improperly mounted.
- The concrete panels have minor spalling and cracking in various locations.
- The timber blocking on the south mooring dolphin has 75% CSL due to biological decay.
- No safety ladder is located on the float.

Boat Ramp:

- Significant undermining of the pre-cast panels, the damage is more severe on the north aspect where the cast wall has failed. There is significant evidence of sediment transport and erosion. The cast wall is not armoured at this time.

- Moderate cracking of the concrete panels due to settlement/undermining. There is visible reinforcing steel with evidence of corrosion.

At the time of the follow-up inspections (January 2019), the recommendations from the 2017 report did not appear to have been implemented.

In addition to the damages noted above, the following were noted during the follow-up assessment:

- The pre-cast concrete deck panel along the approach has moderate amounts of spalling at the gangway thru-bolt connection. Reinforcing steel is visible and appears corroded.
- Bearing pile 2A was identified as having 75-80% CSL at an abandoned lower bolt hole located within the intertidal zone.

Recommendations

In anticipation of the planned upgrade, the following recommendations address immediate structural concerns at the facility, and have been selected to extend the service life of the facility an additional 1 to 3 years. Other items noted above remain in serviceable condition and do not require remediation at this time.

The longitudinal cracks penetrating the pre-cast hollow core panels are recommended to have crack monitoring assemblies installed along the underside of the panel. The crack size is recommended to be monitored at each routine facility inspection. The assembly is a simple system which Herold Engineering is pleased to install at the facility should the City require.

The spall on the underside of the pre-cast panel at the gangway connection is recommended to be patched.

Two timber bearing piles (2A and 4B) are recommended to be fitted with concrete grout bags, and high strength grout be injected into the bag to reinforce the compromised timber cross section. A generic detail has been appended to this report for reference.

Six timber cross braces are recommended to be replaced utilizing the existing bolt holes to connect the new brace elements. Due to long lead times for receiving treated timber, it is acceptable to replace the treated braces with an untreated alternative, understanding that the service life will be greatly reduced due to exposure. It is recommended that the braces be D.Fir No. 1, keeping with the material type typical at marine facilities of this nature. It is also recommended that the timber have an increase edge distance of at least 300mm beyond the bolted connections to accommodate the increased rate of deterioration.

The boat ramp is recommended to be cored and concrete pumped below the panels to restore bearing. The north side of the ramp is recommended to be armoured with filter cloth and appropriately sized riprap to mitigate erosion and sediment transport.

All recommended repairs have been identified by markup on the attached general arrangement sketches appended to this report.

Based on the overall complexity of the repairs, as well as the existing condition of the facility, it is recommended that the facility be monitored via periodic follow-up inspections until the upgrade begins. It is understood that the City would like these inspections to be undertaken by

Herold Engineering. We propose an interval of six months between follow-up inspections, unless the condition degrades.

Should the upgrade be delayed, the repairs are not intended to serve as long (3+ years) repairs, and are recommended to be re-assessed at the time by a professional structural engineer registered to practice in British Columbia.

Conclusion

The facility did not appear to have sustained significant structural damage as a result of the storm event on December 21-22, 2018. Items noted during the 2017 and 2019 inspections which are required to be remediated/replaced to extend the life of the facility an additional 1 to 3 years are as follows:

- Monitoring of longitudinal cracks in pre-cast deck panels (on approach)
- Patching of spall at gangway thru-bolt (on approach)
- Repair of two timber bearing piles (2A & 4B)
- Replacement of six timber cross braces
- Core and pump concrete into the void below the boat ramp
- Armour the north edge of the ramp to mitigate erosion

A follow-up inspection interval of six to nine months is recommended to ensure no additional damage to the facility, as well as to monitor the specified repairs. It is understood that the City would like Herold Engineering to conduct these reviews.

Should the repairs noted above be in service for greater than three years, re-assessment by a professional structural engineer registered to practice in British Columbia is required to determine the feasibility of the repairs remaining for a longer term.

We trust this letter report meets your immediate needs. Please contact the undersigned should you have questions, comments, or require assistance with repair implementation.

Yours truly,

HEROLD ENGINEERING LIMITED

Prepared by:

Reviewed by:



Shannon Summersides, EIT
Design Engineer

Craig Work, P.Eng
Project Engineer

Enclosure



Photograph 1: City Dockhead at Gallows Point, note: general arrangement



Photograph 2: Pre-cast hollow core deck panels, note: longitudinal crack penetrating the section, water seepage



Photograph 3: Pre-cast hollow core deck panels, note: spalling at thru-bolt location



Photograph 4: Timber cross bracing, note: significant deterioration of cut ends



Photograph 5: Bearing Pile 4B, note: large hole with 80-90% CSL

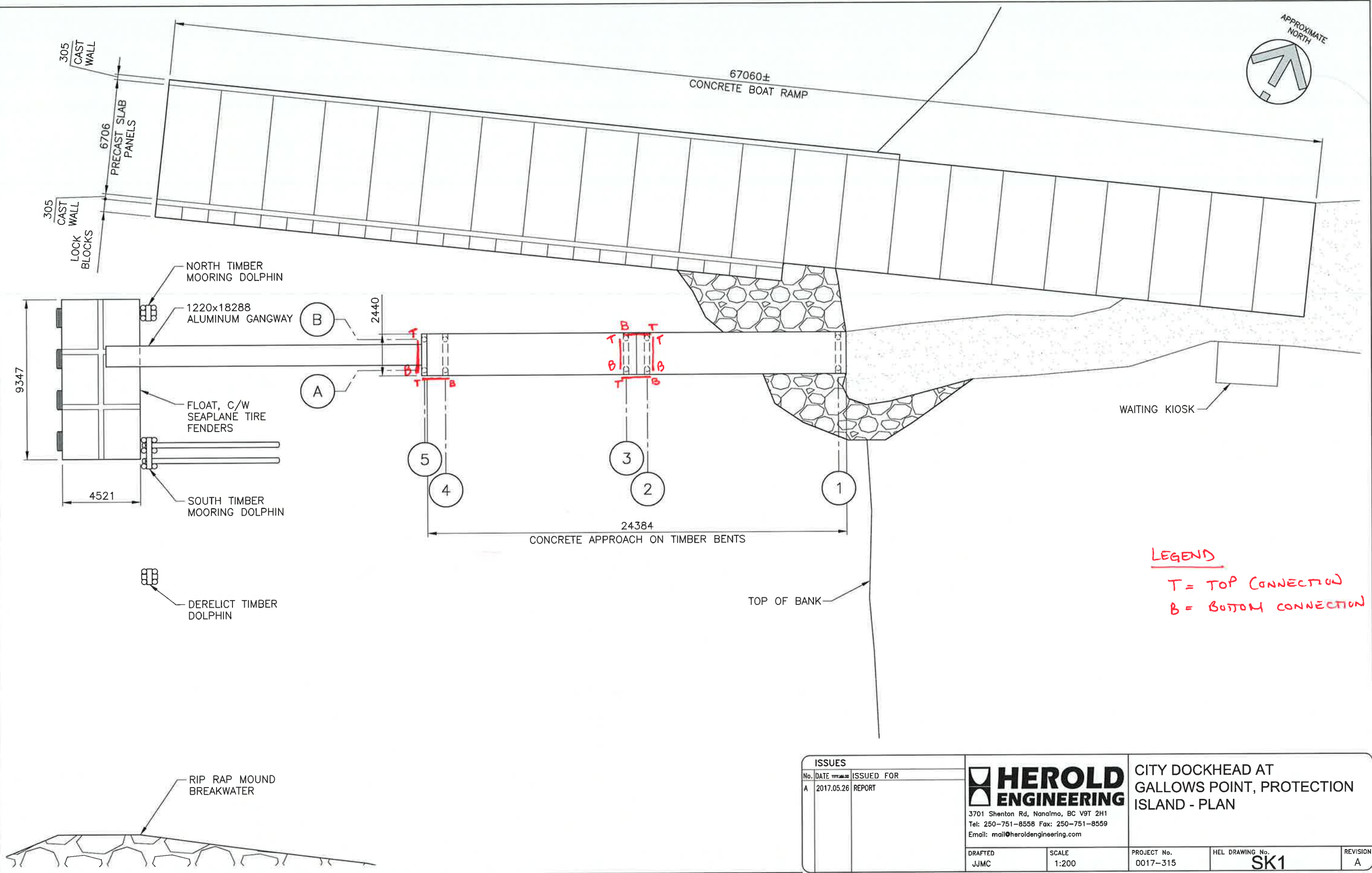


Photograph 6: Boat ramp, note: undermining of north side of ramp



Photograph 7: Boat Ramp, note: spalling of the concrete panels with exposed reinforcing

File: H:\Projects\0017-315 City Dockhead At Gallows Point - Condition Assessment\045 Drawings\Active\0017-315-SK1andSK2.dwg Plot Time: May, 29, 17 2:24 PM User: Jonathan Cheffins
© Copyright reserved. This drawing remains the exclusive property of Herold Engineering Limited and may not be reused or reproduced without written consent of Herold Engineering Limited.



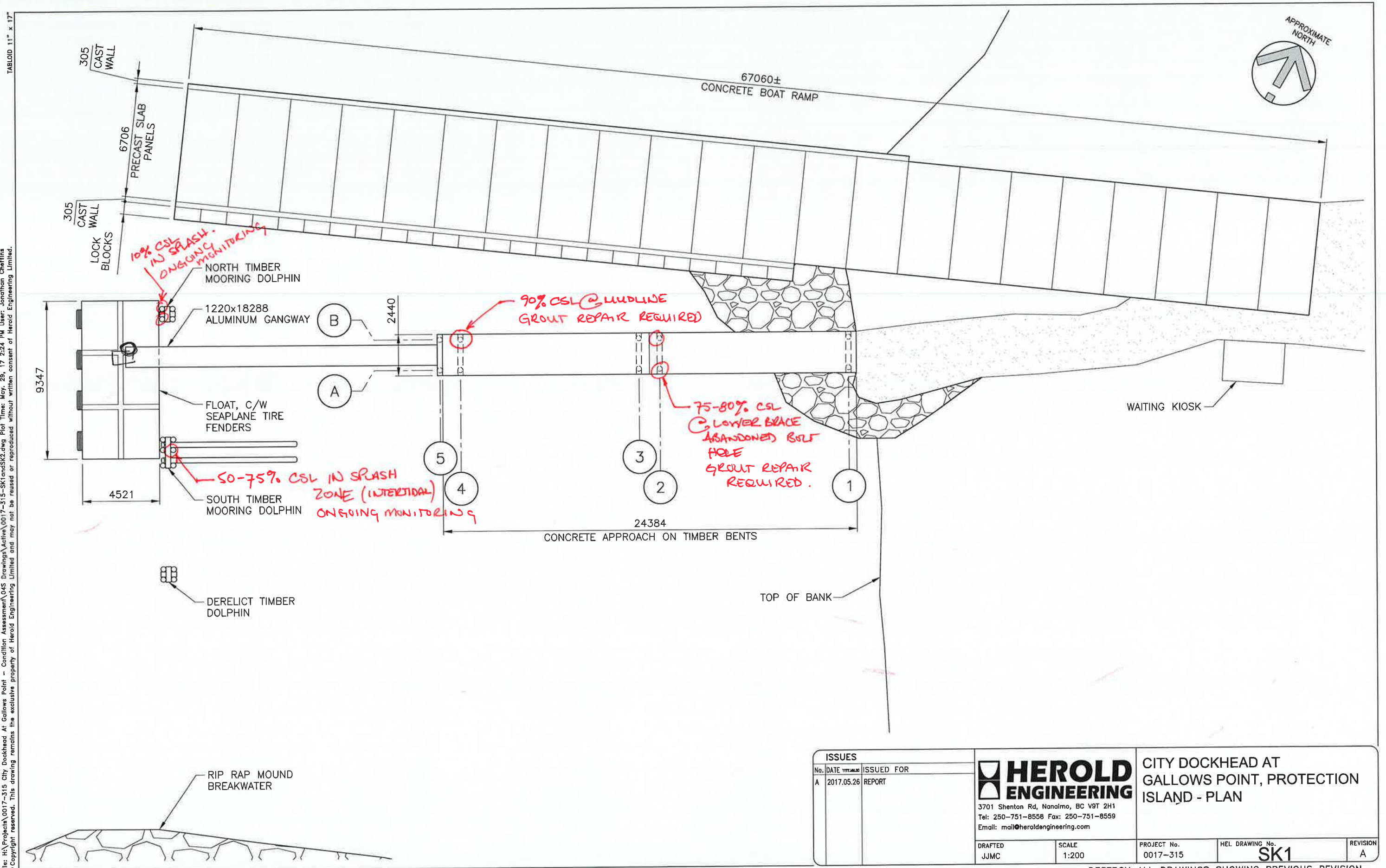
LEGEND
T = TOP CONNECTION
B = BOTTOM CONNECTION

ISSUES			HEROLD ENGINEERING 3701 Shenton Rd, Nanaimo, BC V9T 2H1 Tel: 250-751-8558 Fax: 250-751-8559 Email: mail@heroldengineering.com			CITY DOCKHEAD AT GALLOWES POINT, PROTECTION ISLAND - PLAN	
No.	DATE	ISSUED FOR					
A	2017.05.26	REPORT					
			DRAFTED JJMC	SCALE 1:200	PROJECT No. 0017-315	HEL DRAWING No. SK1	REVISION A

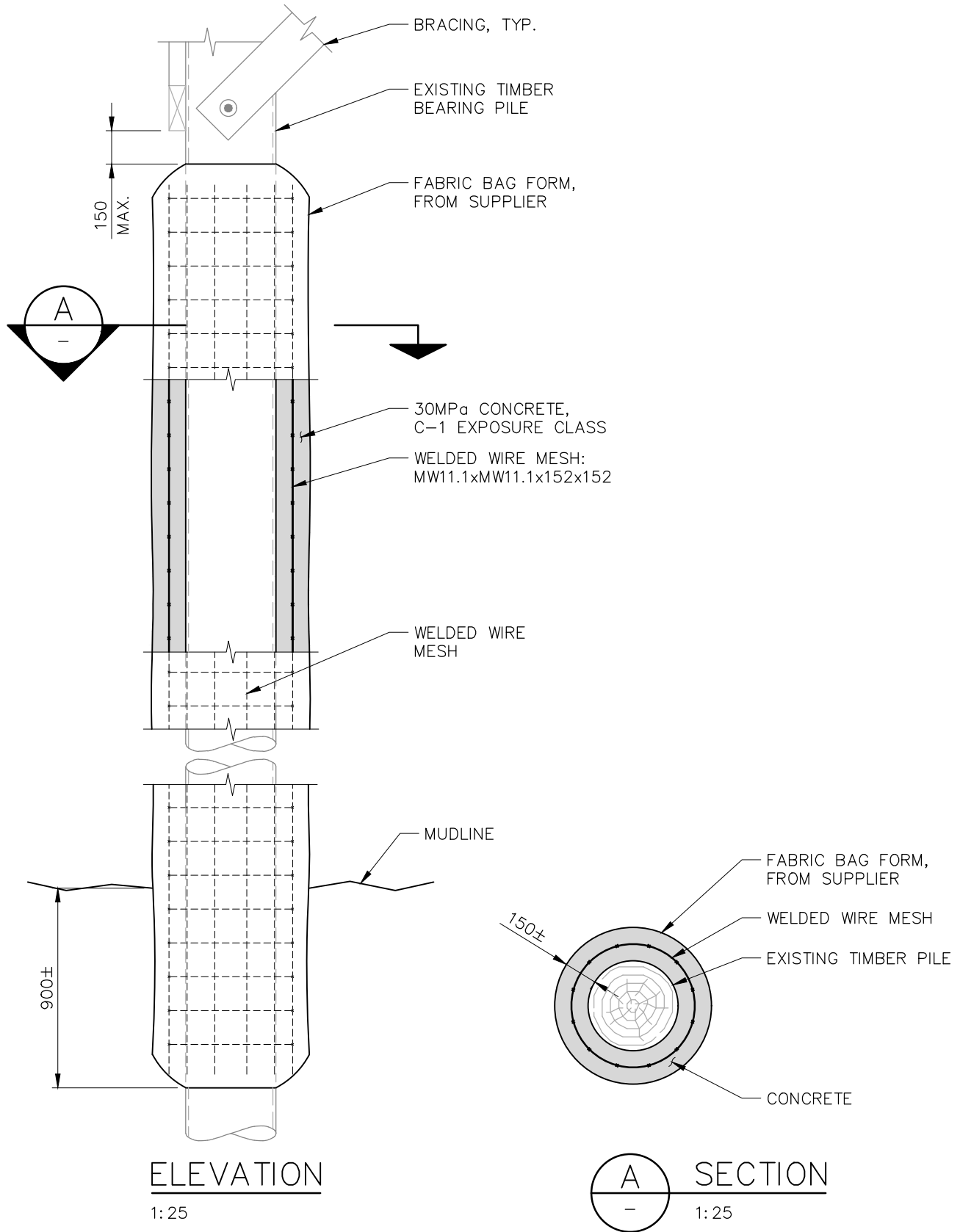
DESTROY ALL DRAWINGS SHOWING PREVIOUS REVISION

BRACE REPLACEMENT
0017-359.

File: H:\Projects\0017-315 City Dockhead At Gallows Point - Condition Assessment\045 Drawings\Active\0017-315-SK1andSK2.dwg Plot Time: May, 17 2:24 PM User: Jonathan Cheffins
© Copyright reserved. This drawing remains the exclusive property of Herold Engineering Limited and may not be reused or reproduced without written consent of Herold Engineering Limited.



PILE REPAIRS
CONDITION



DATE OF MEETING | MARCH 20, 2019 |

AUTHORED BY | KATHY GONZALES, ASSISTANT AQUATICS MANAGER,
PARKS AND RECREATION |

SUBJECT NANAIMO AQUATIC CENTRE SCORE CLOCK REPLACEMENT

OVERVIEW

Purpose of Report

To obtain Council approval to amend the 2019-2023 Financial Plan to include funding for replacement of the score clock at the Nanaimo Aquatic Centre. |

Recommendation

That the Finance and Audit Committee recommend that Council approve adding \$32,000 to the 2019 budget for a LED numeric score clock for the Nanaimo Aquatic Centre, to be funded from the Facility Development Reserve and a \$5,000 private contribution from the Nanaimo Riptides Swim Club.

BACKGROUND

The score clock at the Nanaimo Aquatic Centre (NAC) was installed in 2010 with the purpose of displaying information for aquatic sporting events. Each year the Aquatic Centre hosts approximately six swim competitions for several different community groups that utilize the display. Swim competitions require specialized timing equipment that must be compatible with the score clock in order to meet the needs of the community groups who utilize the equipment. The next scheduled events are booked for April and June. These events will host more than 300 swimmers from across Vancouver Island.

The clock was estimated to have approximately a ten to twelve year life expectancy and was slated for replacement in 2022. In late 2018, the score clock failed to perform during a competition. After review by the City's IT Department, several issues were identified that could have contributed to the display failure including extreme corrosion within key components of the display system. Several options were executed in effort to eliminate the display issue; however, none of these actions were successful in solving the display problem. At this point, the IT Department contacted the manufacturer. The manufacturer provided a quote for possible repair at approximately \$22,550.00 USD and no guarantee that this repair would not cost more or solve the display issue.

There are two models on the market that would meet minimum requirements for the facility and the needs of the user groups. The first score clock is a similar model to the current score clock and is a full-colour LED video display model with multiple display options and capabilities (Attachment A). This model would function as a score clock and provide opportunities for advertising and programming for the City of Nanaimo, and potentially allow for revenue opportunities through external advertising and sponsorship. Programming and use of the LED Video display model has been challenging in the past and required additional staff support to

ensure operation during events. This model is similar to the score clock in place at NAC and has not been modified to prevent similar damage and corrosion that has been demonstrated in the current score clock. The LED Video display model costs approximately \$92,000 for the product, taxes, and shipping and continues to have a life expectancy of approximately ten years. The capabilities of this score clock would allow for 16-lane swim competition capabilities, if required.

The second option, a LED numeric score clock, is simpler score clock display that only shows lane, place, and time for up to eight lanes (Attachment B). This model costs approximately \$35,000 for the product, taxes and shipping and has a life expectancy of 10 to 15 years. This model is designed to add lines or replace individual lines if they become damaged. The simpler design of this model would limit use to 8-lane swim competitions and function only as a score clock, not a display. Staff have connected with the local swim clubs to ensure support for the simpler display of the numeric score clock.

The Nanaimo Riptides Swim Club is providing a contribution of \$5,000 for the replacement of the score clock.

Staff are recommending the replacement of the score clock with the second option, the LED numeric clock, including a 10% contingency, using funds from the Facility Development Reserve Fund with the possibility of re-budgeting for the replacement of the video display model in the capital planning process.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve adding \$32,000 to the 2019 budget for a LED numeric score clock for the Nanaimo Aquatic Centre, to be funded from the Facility Development Reserve and a \$5,000 private contribution from the Nanaimo Riptides Swim Club.
 - **Budget Implication:** The final 2019 – 2023 Financial Plan will be amended to include the score clock replacement in 2019 and the 2022 project will be removed from the plan.
2. That the Finance and Audit Committee recommend to Council to approve adding \$96,000 to the 2019 budget for a LED video display score clock for the Nanaimo Aquatic Centre. Project to be funded from the Facility Development Reserve and a \$5,000 private contribution from the Nanaimo Riptides Swim Club.
 - **Budget Implication:** The final 2019 – 2023 Financial Plan will be amended to include the score clock replacement in 2019 and the 2022 project will be removed from the plan.

SUMMARY POINTS

- The score clock at the Nanaimo Aquatic Centre has failed and requires immediate replacement to host swim events through 2019.
- Replacement is currently planned for 2022.

- Replacement of the clock this spring would allow the City to fulfill rental commitments for swim competitions in 2019.
- Staff are recommending replacing the current video display model with a simpler LED score clock display with a life expectancy of 10 to 15 years. |

ATTACHMENTS

Attachment A: LED Video Display Model

Attachment B: LED Numeric Score Clock |

Submitted by:

Kathy Gonzales
Assistant Aquatics Manager |

Concurrence by:

Richard Harding
Director, Parks and Recreation |

Commitment

With over 44 years industry knowledge, we understand that you have a commitment to provide your athletes, coaches, and fans with an exceptional event. We look forward to helping you realize your vision, incorporate both form and function, and provide reliable performance each and every time.

Enhance. Engage. Enjoy.

Video displays are capable of displaying text, scoring data, animations, live video, video replays, and more. Premier athletic venues throughout the world are choosing this dynamic technology to enhance their facility each and every day.

Features

- Indoor or Outdoor
- Modular Design: Easily customized for your facility
- Conformal Coated; Protects against even the harshest of environments
- SMD Technology; Indoor 4mm - 12mm
- 10mm - 20mm Outdoor
- Video and camera ready
- DisplayLink+ Software
- Versatile Display Controller



12			10:00			7		
NO	KILL	DIG	MIZZOU VOLLEYBALL			NO	KILL	DIG
11	0	20				11	0	20
22	3	1				22	3	1
33	4	12				33	4	12
12	0	0				12	0	0
13	2	17				13	2	17
14	1	3	TOL 3			2 TOL	14	1

"The new video display is big, bright, it pops, and there are so many incredible things that we can do now. As an example, we now have the ability to display complete information for two pool racing, as well as diving and swimming simultaneously." -- John Mihevic, Aquatic Director - Miami University



MIAMI UNIVERSITY
Welcome to The Corwin M. Nixon Aquatic Center!

Friday, Aug. 26, 2016

50 METER: 6AM-8:15PM

DIVE WELL: 6AM - 9:30AM (Swim only)
 12 - 2 PM (Swim & Dive)

LEISURE POOL: 7AM - 8:15PM

PATIO: 7AM - 8:15PM

10:07 **18**

LEARN TO SWIM AND DIVE PROGRAM

For more information on Fall 2016 program courses and times visit our website MiamiU.edu/aquatics or contact Jackie Hall (615) 529-8431 or jhall@MiamiU.edu

LED Scoreboards



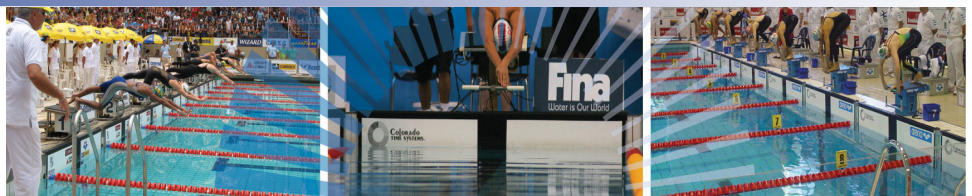
Colorado Time Systems' numeric scoreboards are a cost-effective way to provide information, involve the audience, and showcase the athletes for all aquatic sports, as well as track. Modules can be used singly or combined in multiple-module scoreboard designs.

The LED scoreboard will enhance your program and provide exceptional visibility. Designed specifically for the swimming pool environment, your scoreboard's high-quality construction resists corrosion in any environment; giving you years of trouble-free service.

Panels can be added to the numeric scoreboard for sponsor advertising or facility/team name.

Numeric scoreboards can be set to display information for swimming, diving, water polo, synchronized swimming, track, and other sports. This scoreboard may also serve as a time-of-day clock and pace clock.

Rev 02/15



DATE OF MEETING | MARCH 20, 2019 |

AUTHORED BY | SCOTT NEWLANDS, PARK PROJECTS COORDINATOR
PARKS AND RECREATION |

SUBJECT | **EMERGENCY TRACK REPAIRS AT THE ROTARY BOWL** |

OVERVIEW

Purpose of Report

To provide information to Council regarding emergency repairs to the track at the Rotary Bowl.

Recommendation

That the Finance and Audit Committee receive the report titled “Emergency Track Repairs at the Rotary Bowl”, dated 2019-MAR-20, for information.

DISCUSSION

The Rotary Bowl was purchased from the Nanaimo-Ladysmith School District #68 (SD68) as part of a greater land deal in 2017. The City of Nanaimo took over ownership and operations of the facility on 2018-JAN-01. The Nanaimo Track and Field Club has a co-management agreement to operate and allocate the facility on behalf of the City and operated the facility through the 2018 track season.

The poured-in-place rubber track surface was replaced in 2010 with the SD68, Nanaimo Track and Field Club and other community partners assisting in funding the replacement of this critical component. The rubber track surface has an estimated life expectancy of 12 years and requires routine maintenance throughout the lifecycle.

EMERGENCY REPAIRS

The southwest property line of the Rotary Bowl is lined with well-established Lombardy Poplar trees. The root systems from these trees have traveled and established themselves well over 25m from the bases of the trees, under the track surface and into the centre grass field area.

The roots under the rubber surface have heaved upwards, creating an uneven surface on the track. Signage was posted in this area in late 2018 to warn users of the tripping hazard in this section. However, substantial growth and further heaving in this location has caused further damage to the track. Some heaved sections have passed the threshold of safe running surface for competitive track events, which could mean the possibility of high level track events being canceled.

The emergency repairs will be carried out in March and April prior to the start of the 2019 track season to remove the damaged sections of rubber track and reinstate with a new rubber surface. Root damaged areas will be removed, new asphalt put in place, and rubber surfacing

reinstalled. Efforts will also be made to trench and install a root barrier along the track edge to mitigate further damage from root growth.

Staff are working on longer-term solutions for dealing with the tree roots and preventing damage to the track. Any further work will coincide with the resurfacing of the track.

BUDGET

The total budget for the immediate repairs is \$34,000. Funding for the work will be from two (2) private contributions:

- Nanaimo Track and Field Club - \$15,000
 - Municipal Insurance Association (MIA) - \$19,000
- A risk management grant application has been approved by the MIA for the emergency repairs.

The final 2019 – 2023 Financial Plan will be amended to include the emergency repairs. |

SUMMARY POINTS

- Tree roots have heaved some sections of track passed the threshold of safe running surface for competitive track events.
- Work is to be carried out in March and April prior to the start of the 2019 track season.
- The final 2019 – 2023 Financial Plan will be amended to add the emergency repairs with funding from private contributions.
- The work will be funded by the Nanaimo Track and Field Club and the Municipal Insurance Association risk management grant program.
- Emergency repairs will include cutting out the damaged sections, reinstalling asphalt and redoing the rubber surface. Root barrier will also be installed between the track and the hill. |

ATTACHMENTS

Attachment A: Pictures of root damage. |

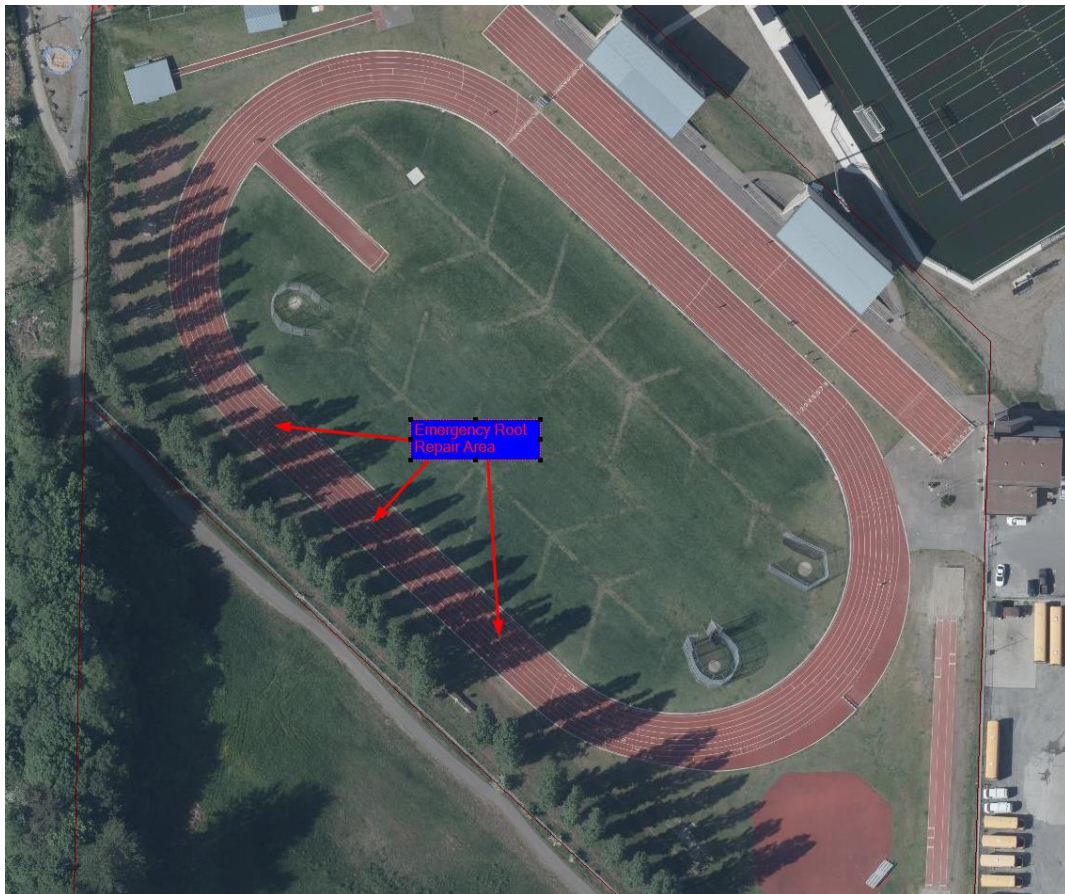
Submitted by:

Scott Newlands
Park Projects Coordinator |

Concurrence by:

Richard Harding
Director, Parks and Recreation |

ATTACHMENT A
ROOT DAMAGE AT THE ROTARY BOWL



Staff Report for Decision

DATE OF MEETING MARCH 20, 2019

AUTHORED BY DAVID LABERGE, MANAGER OF COMMUNITY SAFETY

SUBJECT PURCHASE OF NEW BYLAW DEPARTMENT FLEET VEHICLE

OVERVIEW

Purpose of Report

To request an increase of \$36,000 in funding for the purchase of a 4x4 pickup truck fleet vehicle for the downtown bylaw enforcement unit.

Recommendation

That the Finance & Audit Committee recommend that Council approve increasing the budget from \$34,000 to \$70,000 to purchase a 4x4 pickup truck for the downtown bylaw enforcement unit and that additional funding will come from the General Capital reserve.

BACKGROUND

The Traffic & Engineering Department presented a business case for the Parking Strategy in the area around Nanaimo Regional General Hospital in the summer of 2018. The plan recommended an additional downtown parking-bylaw enforcement officer and an additional pickup truck fleet vehicle.

A pickup truck was identified as an appropriate vehicle, as the downtown bylaw enforcement team responds to homeless encampments and removes abandoned chattels from public spaces and parks on a daily basis. The fleet manager proposed that a small 2 wheel drive pickup could be purchased for \$34,000.

The new fleet department and bylaw managers have reviewed the business plan and proposed vehicle, and have determined that it is inadequate for the scope of work. The fleet manager has determined that a 2018 model bylaw truck built for municipal use with 4 wheel drive and converted to CNG (natural gas) would cost approximately \$70,000.

The additional cost is to provide for a ½ ton truck, which is necessary for load requirements. The City's greening commitment requires new vehicles to operate on CNG rather than gasoline, which requires additional engine conversion. The original estimates did not accurately calculate extra costs to install city radios, decaling, tool box, lighting, GPS, safety equipment and warranties.

The downtown bylaw enforcement unit will consist of six officers by the summer of 2019, and this truck will be one of two fleet vehicles at their disposal. The other vehicle is a license plate recognition equipped vehicle (LPR) which will operate continuously throughout the City. This pickup truck will be the only other vehicle at their disposal to provide services, move equipment

and respond to encampments. A two-wheel drive vehicle is not adequate to respond to the variety of open areas, parklands and off-road terrain in all seasons. This vehicle will be utilized daily for the next decade, and should be sized and equipped to the scope of the work which will be performed.

OPTIONS

1. That the Finance & Audit Committee recommend that Council approve increasing the budget from \$34,000 to \$70,000 to purchase a 4x4 pickup truck for the downtown bylaw enforcement unit and that additional funding will come from the General Capital reserve.
 - **Budget Implications:** The final 2019 – 2023 Financial Plan will be amended to increase the budget by \$36,000 to purchase a 4x4 pickup truck for the downtown bylaw enforcement unit and additional funding will come from the General Capital reserve.
2. That Council provide alternative direction.

SUMMARY POINTS

- The Hospital Area Parking Strategy business case recommending the addition of one downtown bylaw enforcement officer and a pickup truck was approved by Council.
- The business case proposed the purchase of a small pickup for \$34,000.
- The proposed vehicle and budget is inadequate for the scope of work which will be performed. The purchase of a CNG ½ ton 4 wheel drive pickup equipped for municipal service is recommended, at an estimated cost of \$70,000.

Submitted by:

David LaBerge
Manager of Community Safety

Concurrence by:

Karen Fry
Director of Public Safety